

## ASQ SECTION 0511 BOARD MEETING MINUTES OF 5 Mar 98

### Attendance:

	10/3	11/10	12/1	1/8	2/5	3/5	4/2	5/7	6/4	7/9	8/6	9/10
Chair	P	P*	P	P	P	P						
Chair-elect	P	P	P	P	-	P						
Past Chair	P	P	-	-	-	-						
Secretary	P	P	P	P	P	P						
Treasurer	P	P	-	P	P	P						
CQC	P	P	-	-	-	P						
Education	P	P	-	P	-	P						
Elect-media	P	P	P	P	-	P						
Examining	-	-	-	P	P	P						
Historian	-	P	-	P	P	P						
ISO 9000	P	-	P	-	-	P						
Membership	P	P	-	P	P	P						
NQM	P	-	-	P	-	P						
Newsletter	-	P	P	P	-	P						
Programs	P	P	P	P	P	P						
Publicity	P	P	-	P	P	-						
Qual-Liasion	P	-	-	P	P	P						
SMP	-	-	-		-	-						
Student-act	-	P	-	-	-	-						
Health Care	P	-	-	-	-	-						

\* participated via phone

### Old Business:

1. December Board Meeting Minutes: The February Board Meeting Minutes were approved.

2. Treasurer's Report:	Beginning balance	\$15,289.25
	Receipts	906.38
	Expenditures	1,423.95
	Balance	\$14,771.68

3. National Quality Month: National will no longer provide a satellite down link. Currently there is no theme set and it appears that there will be no specific date focused on, rather events may be spread over the whole month of October. Bill Eastham will work with Pat and Catherine to come up with some ideas for our consideration. These ideas will be presented at the next Board meeting.

4. Dennis Arter Seminar: Roger Mercier has been in contact with Dennis. As yet there is no concrete date set for the seminar, Roger is waiting for Dennis to get back with that information. The intention is still to have the seminar in April, not knowing the date means we will not be able to advertise it in the upcoming newsletter.

5. Website Review: Roger Mercier logged us on the Section Website and Bill Casti provided a guided tour. Bill explained what was there and answered questions with respect to what it takes to get the information in the necessary format.

### **New Business:**

1. February Dinner Report: There were about 25 attendees, 6 dinner coupons were used. There were no complaints about the new location. There were a few rough edges concerning when to serve, length of the meal and dessert that will need to be smoothed out.

2. Annual Quality Congress: The Chair will not be attending, the Chair-elect will be a presenter. The Board voted to pay for the Vice Chairs room.

3. 1998 ASQ Leadership Workshop: Both the Chair and Chair-elect will be attending.

4. Dinner Speaker Gifts: Henry Kling reported that we have three plaques left. Each cost approximately \$25 plus the cost to engrave. The discussion focused on what to do after the supply is exhausted. A number of options ranging from some item known to be liked by the speaker to options from the ASQ catalogue. This discussion was tabled until next Board meeting. At that time Bill Casti will bring an ASQ catalogue to review and the Treasurer will develop a cost history of using the plaques.

5. Section 0511 Mailing Address: Discussion centered on using the mailing address on using the address of a supporting company or some other option. The option chosen was to rent a postal box at the Herndon Post Office. This is near the present Chair-elect and should prove a viable decision for the next 2.5 years. The change will be noted in the next issue of the Newsletter. Bill Casti will notify ASQ.

6. Newsletter Chair: Jim Coley had the draft of the next issue of the newsletter with him and made changes to reflect decisions and discussions at the meeting. There are two main articles. Expect the newsletter to go to press early next week. A problem with address labels delayed issue.

7. Education Chair: Just finished two courses, management and software engineering, and preparing for the next two. The Examining Chair indicated that the majority of the next exam were in these two disciplines. A question of what to do with resumes received was resolved by deciding to provide them to the Electronic Media Chair.

8. Historian: The question was raised what to do with the old section banner. It was decided to store it with the rest of the section history memorabilia.

9. Membership Chair: Henry Kling noted that the Science Fair is on 21 Mar and that there was still room for additional judges. Several people volunteered.

10. ISO 9000 Chair: The group is back, planning monthly meetings the third Thursday of each month starting 19 Mar 98. The meetings will be at NEC. The first speaker is Paul Simp from Lockheed Martin.

11. Examining Chair: There are currently 2 proctors for the next exams, there are room for more. Note that there are continuing certification points involved. He noted that in addition to the previous restriction on not being able to take the exam for a year, there is now a non-disclosure agreement that each proctor must sign.

12. Community Quality Council: Mark informed us that he had received one positive reply to the letters sent out suggesting a Quality Roundtable meeting. The company is in Winchester. Mark was requested to determine more about what the company does and what timing they would consider. Concurrently, Bill Eastham would try to determine if there were any other sections that might be interested in participating. A question with respect to developing a Question and Answer section of the web page was discussed also. It was decided to address this again at the next Board meeting, allowing Bill Casti time to research available software that might support such an undertaking.

13. Program Chair: We are set up for this month and next at the Marco Polo restaurant. The speaker for 18 Mar 98 may force us to limit attendees if more than 100 sign up. We decided to remove the \$4 off certificate from the newsletter. A related discussion centered on having dinner receipts that were either preprinted with the Section name on them or acquiring a stamp that could be used for the same purpose. Tim Gavagan was given the action to acquire a stamp.

14. Electronics Media Chair: Bill advised us that the web site now has the capability to take checks. We need to think about how this capability could be used for prepaid dinner reservations. There is also now a Metrology Bookstore.

15. Strategic Planning Session: Reviewed the consolidated action plan from two of the three committees and adjusted responsibility and due dates. The members of the third committee agreed to provide their plan and action items.

16. Nominating Committee: A nominating committee will be set up to develop next years slate.

17. The next Board meeting will be on 2 Apr 98 at LCI. Roger will come down to the door every 5 minutes from 6:50PM until 7:05PM. After that page Roger at 1-800-SKY-8888, PIN 1361357.

