

ASQ SECTION 0511 BOARD MEETING MINUTES OF 2 Apr 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	P					
Chair-elect	P	P	P	P	-	P	P					
Past Chair	P	P	-	-	-	-	-					
Secretary	P	P	P	P	P	P	P					
Treasurer	P	P	-	P	P	P	-					
CQC	P	P	-	-	-	P	P					
Education	P	P	-	P	-	P	-					
Elect-media	P	P	P	P	-	P	P					
Examining	-	-	-	P	P	P	P					
Historian	-	P	-	P	P	P	P					
ISO 9000	P	-	P	-	-	P	-					
Membership	P	P	-	P	P	P	-					
NQM	P	-	-	P	-	P	P					
Newsletter	-	P	P	P	-	P	P					
Programs	P	P	P	P	P	P	P					
Publicity	P	P	-	P	P	-	P					
Qual-Liasion	P	-	-	P	P	P	P					
SMP	-	-	-		-	-	-					
Student-act	-	P	-	-	-	-	P					
Health Care	P	-	-	-	-	-	-					

* participated via phone

Old Business:

1. March Board Meeting Minutes: The March Board Meeting Minutes were approved.

2. Treasurer's Report: (Provided after the meeting)

Beginning balance	\$14,725.90
Receipts	2,269.38
Expenditures	<u>1,935.28</u>
 Balance	 \$15,060.00

Historical research of the cost of plaques over the last 3.5 years yields the average cost per plaque to be \$28.64. Add to this the average cost of lettering each one of \$26.27 and we get a total of \$54.91.

The paper work for the Science Fair savings bonds has been completed.

3. Dennis Arter Seminar: Two sessions are planned; the first 7,8 May, the second 9 May. The seminars will be held at the Northern Virginia Center in Falls Church. Attendance is limited to a maximum of 24 each day. Based on known and estimated costs, a break-even

point of \$6,000 is required. Bill Eastham, Bill Casti, and Roger Mercier will make the go/no-go decision on 1 May based on paid attendees.

Publicity started today on the Infoline. Information will be on the web site within the day. A press release to the print media will be out by 10 Apr. Roger Mercier volunteered to call the Chairs of local quality associations by 10 Apr. The Newsletter will be out by 7 Apr containing an announcement. Roger Schaeffer will provide Roger Mercier with a list of known CQA examinees by 10 Apr so that Roger can notify them of the seminar.

3. Plaques/speaker tokens: Postponed until next meeting when we will have a catalogue to review.

4. Future Board meetings: LCI is moving in June to Roslyn. Intend to have the next two Board meetings (May, June) at LCI at Tysons Corner. Plan to have the July Board meeting at PRC in Reston. Maps will be provided.

New Business:

1. March Dinner report: There were between 70 and 80 people in attendance. The speaker was well received. A discussion addressed our general satisfaction with the Marco Polo restaurant. The restaurant is flexible to our needs and service is improving as they get experience with us. The Board agreed to commit to Marco Polo for an additional 3 months. At the same time, Roger Mercier and Pat McMahon will develop a longer range schedule to include dinner meetings in some outlying areas of the 0511 territory.

2. Baltimore/Washington Partnership: Pat McMahon provided a resume of the last meeting, nothing startling. Bill Casti has provided some help with respect to web page development. They would like to use our display in June. The Board agreed to provide it as a professional courtesy with the provision that the 0511 website address is displayed. Roger Schaeffer agreed to make an appropriate sign to provide with the display. They also requested our calendar of events.

3. Newsletter: Draft is ready for reproduction. Roger Schaeffer took it and expects to get the reproduction complete in time to mail out no later than 7 Apr.

4. Examining Chair: March was the latest exams with the following statistics:

<u>EXAM</u>	<u>SIGNED UP</u>	<u>RESCHEDULED</u>	<u>NO SHOW</u>
CQM	18	1	8
CSQE	20	2	5
CQT	2	0	1
CRE	<u>1</u>	<u>0</u>	<u>1</u>
	41	3	15

The next exams are in June for the CQE/CQA.

5. Chair-elect: Bill noted that he had been contacted by a businessman in Middleburg who was requesting help filling quality positions. This led to a discussion of our help versus being a non-profit organization. It was generally felt that we are providing everyone a service if we can be of help. There was also a short discussion on the subject of the need or desire for a placement chair, noting that Bill Casti does email out info from time to time. There was no decision on this subject.

6. Historian: The Section 0511 charter was provided to Roger Mercier for LCI to display.

7. Program Chair: Information on the next two meetings was provided for the next yellow card mailing in accordance with our intent to get the information out early.

8. Publicity Chair: A brief discussion on the Infoline usage and a possible alternative service occurred. Tim will investigate the MSK service. Bill Eastham will find out about business call service. Need to have the last three months statistics on hits on the Infoline for the next meeting. Intend to make a decision on the subject of Infoline/0511 phone number next meeting.

Also discussed what to do with letterhead, envelopes and business cards. Bill Casti has ordered labels to put on the envelopes with the new address. It was agreed to order new letterhead and new business cards.

9. Community Quality Council: Discussed The Virginia Forum for Excellence and whether 0511 should participate this year. It was decided to participate and Roger Mercier volunteered to man the display. To support this, it was decided that Catherine will order 1000 or \$500 worth of new letter openers. We will also print an extra 100 copies of the Newsletter. In a related matter, Bill Eastham committed to write a letter to the SPQA recommending that Mark Jones be on the board as a representative from the Northern Virginia Quality Council.

10. Board Action Plan: Each of the 16 tasks were reviewed for progress and/or completion. Reschedules were made as necessary.

11. Other Business: A short discussion noted that the section has not been too good at supporting the Science Fair judging. Future improvements are necessary.

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

