

ASQ SECTION 0511 BOARD MEETING MINUTES OF 8 AUGUST 98

ATTENDANCE

	JUL-9	AUG-6	SEP-10	OCT-1	NOV-5	DEC-3	JAN-7	FEB-4	MAR-4	APR-1	MAY-6	JUN-3
CHAIR	P	P										
CHAIR-ELECT												
PAST CHAIR	P	P										
SECRETARY	P	P										
TREASURER	P	P										
CQC												
EDUCATION		P*										
ELECT-MEDIA	P	P										
EXAMINING												
HISTORIAN		P										
ISO9000												
MEMBERSHIP	P	P										
NQM	P	P										
NEWSLETTER												
PROGRAMS	P	P										
PUBLICITY	P											
QUAL-LIASON		P										
SMP												
STUDENT ACTIVITIES												
HEALTH CARE												

OLD BUSINESS:

1. July Board Meeting Minutes:

A clarification that the "Wednesday meetings" relate to the monthly dinner meetings was verified. Inconsistent name spellings and name use conventions were identified for improvement. The July Board Minutes were approved.

2. Treasurer's Report:

The exchange of books between the outgoing and incoming treasurers has not yet been accomplished; therefore no report was rendered.

3. Trinidad Update:

Bill Casti reported that no response to his most recent message regarding the availability of assistance for the Trinidad quality initiative has been received. He will follow-up with his contacts.

4. Infoline "Hits" Tracking:

The Publicity Chair was not in attendance; therefore no report was provided.

5. Corporate Liaison

Yvonne Fernandez acknowledged her new roll as Section Corporate Liaison and asked for input to clarify what the roll denoted. Primarily, the position holder should reach out to the local corporate community to get top level (CEO types) interested, involved, and supportive of ASQ initiatives. Yvonne was advised to consult with ASQ Headquarters to seek additional input on this subject.

NEW BUSINESS:

1. July Dinner Report:

Twenty-five attendees were present. There were several "no shows" but were compensated by others who showed but had not reserved. Bill Casti and Bill Eastham will develop letters to be sent to each class of attendee mentioned above, which will in a friendly way reinforce the need for communicating intentions regarding the dinner meetings, in order to not unduly burden the restaurant and "in-charge" ASQ designates.

2. Newsletter Editor Search:

Bill Casti tabled this agenda item. Jim Coley will continue with the role and will solicit support from his team.

3. Red, White and Blue Team Reports:

No reports were presented.

4. Membership:

Section 0511 has 924 members; nationally there are about 141,000 members. Bill Eastham will prepare a draft Membership Phamplet by the next Board meeting.

Bill Eastham suggested that support for National Quality Month observance has waned, locally and nationally. He suggests a special newsletter to the membership, which will highlight locally occurring quality celebrations among companies and government agencies.

Bill Eastham reported the latest information on Six Sigma Training from ASQ national. ASQ national will select 50 to 100 Senior Members who will receive free tuition for the Six Sigma Training. The selectees will be responsible for the travel expenses. These trained individuals agree to provide the training to other companies that would not be able to afford the training otherwise. The ASQ trainers will be compensated at their normal job rates.

Bill Eastham has ordered mailing labels from ASQ national for the newsletter and dinner announcement cards. The Program Chair, Sue McArthur, agreed to do the ordering in the future.

As a follow-up to last month's discussions, Bill Eastham stated that his contact for lapel pins has been investigating pricing and information will be available by the next board meeting.

5. Education:

Frank Hutchinson, Vice Education Chair, reported. Frank stated that a Certified Quality Manager Preparation class began July 28, 1998, with three students attending. A Certified Software Quality Engineer Preparation class is slated to begin the week of August 10.

Frank was requested to ask Don Hendricks to submit an annual report for Education activities.

Discussion of various aspects of the Education program ensued, including but not limited to, pay for instructors, advertising availability, coordinating with surrounding ASQ chapters, and adding related messages to the Infoline.

6. Historian:

Walter Mendus requested that a copy of the financial audit be distributed to him upon its completion.

7. Programs:

Sue McArthur reported that Frank Hutchinson will be the featured speaker at the August dinner meeting and Roger Mercier will present at the September meeting.

Sue McArthur is looking for the coupons that were submitted at previous dinners, which will result in the award of the prize that she has been holding. A suggestion that Jim Coley has them surfaced.

8. Chairman:

Bill Casti pointed out that a group entitled, Shenandoah Quality Federation, met on July 22. This group may become a sub-unit of ASQ Section 0511.

Bill Casti also reported that the Baltimore Washington Partnership for Learning and Cooperation will hold a dinner meeting on October 8 featuring Peter Scholtes with a presentation on his new book, The Leader's Handbook.

9. Next Meeting:

The next meeting of the board of ASQ Section 0511 will be on September 10, starting at 7:00 PM at Qwest (formerly LCI), 4250 N. Fairfax Drive, Arlington, VA 22203. This location is near the Ballston Metro stop and the Ballston Commons Mall for parking purposes.