

**ASQ SECTION 0511 BOARD MEETING MINUTES OF 10 SEPTEMBER 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     | P      |       |       |       |       |       |       |       |       |       |
| CHAIR-ELECT           |       |       | P      |       |       |       |       |       |       |       |       |       |
| PAST CHAIR            | P     | P     | P      |       |       |       |       |       |       |       |       |       |
| SECRETARY             | P     | P     | P      |       |       |       |       |       |       |       |       |       |
| TREASURER             | P     | P     |        |       |       |       |       |       |       |       |       |       |
| CQC                   |       |       |        |       |       |       |       |       |       |       |       |       |
| EDUCATION             |       | P*    | P      |       |       |       |       |       |       |       |       |       |
| ELECT-MEDIA           | P     | P     | P      |       |       |       |       |       |       |       |       |       |
| EXAMINING             |       |       |        |       |       |       |       |       |       |       |       |       |
| HISTORIAN             |       | P     | P      |       |       |       |       |       |       |       |       |       |
| ISO9000               |       |       |        |       |       |       |       |       |       |       |       |       |
| MEMBERSHIP            | P     | P     | P      |       |       |       |       |       |       |       |       |       |
| NQM                   | P     | P     | P      |       |       |       |       |       |       |       |       |       |
| NEWSLETTER            |       |       | P      |       |       |       |       |       |       |       |       |       |
| PROGRAMS              | P     | P     | P      |       |       |       |       |       |       |       |       |       |
| PUBLICITY             | P     |       |        |       |       |       |       |       |       |       |       |       |
| QUAL-LIASON           |       | P     |        |       |       |       |       |       |       |       |       |       |
| SMP                   |       |       |        |       |       |       |       |       |       |       |       |       |
| STUDENT<br>ACTIVITIES |       |       |        |       |       |       |       |       |       |       |       |       |
| HEALTH CARE           |       |       |        |       |       |       |       |       |       |       |       |       |

**OLD BUSINESS:**

1. August Board Meeting Minutes:

The August Board Minutes were approved.

2. Treasurer's Report:

The exchange of books between the outgoing and incoming treasurers has been accomplished; however no report was rendered, since the treasurer was unable to attend.

The audit report of last year's financial activities was circulated and will be posted to the Section 0511 Web Site.

3. Infoline Tracking:

The Publicity Chair was not in attendance. No report on the "hits" to the infoline was available. We dialed the Infoline and learned that the content was out of date.

The Secretary volunteered to call the Publicity Chair to investigate the issues surrounding the out of date condition. His report will be submitted to the Section Chair.

4. Shenandoah Quality Federation (SQF):

Bill Casti circulated an e-mail that reflected continued interest by the SQF in organizing, potentially, at least at the outset, with ASQ Section 0511 and the AQP Capital Chapter. The current suggestion is for AQP and ASQ to sponsor two quality related events within the next year to foster and solidify the interest of the SQF constituents.

5. Lapel Pins:

Bill Eastham is investigating procuring label pins that represent ASQ Section 0511. Bill Eastham has not had contact with the vendor for lapel pins, recently. He indicated that he would pursue the issue and report at our next meeting.

6. Education Chair Annual Report:

Frank Hutchison reported that the preparation of the report has begun and should be completed by the next meeting of the board.

During the course of the meeting, Don Hendrix who reported that the Education efforts made money for the year joined us. He wants to compare his figures to those in the Audit report.

Discussion ensued on Education matters in general. For example, suggested potential subject areas for Educational offerings included ISO-9000, Statistical techniques, and S-20 related Performance Measurement. The fee structure for the presenters was reviewed, as well as the inherent benefits of the program to the presenter and the students were discussed. The Education chair will take the contents of the discussion under advisement.

**NEW BUSINESS:**

1. August and September Dinner Report:

For the August meeting, 13 members participated, for September; there were 27 attendees.

There were issues associated with the notification and reservations systems supported by Intertek. It appears that inexperienced employees at Intertek are not familiar with the appropriate procedures, consequently, breakdowns in the systems were experienced. Bill Eastham will contact Intertek to try to reinforce the support.

2. Red, White and Blue Team Reports:

No reports were presented.

3. Newsletter Status:

Jim Coley circulated draft copies of the September Newsletter, which will be revised to indicate updated training schedules before distribution, later this month. Jim Coley reminded attendees

to solicit and/or develop articles for the Newsletter from members, in order to make it more useful and enjoyable for the membership.

Jim Coley also indicated that he would continue as the editor of the Newsletter.

4. ASQ Bylaws Change and ASQ Strategic Plan:

Errors in the copying process precluded discussion of the above subjects. The intention was for the board to review the documents and provide comments to Norm Hills. Alternative approaches will be investigated.

5. Mailing Costs Reduction:

Bill Casti reported that the software intended to reduce costs of Section mailings was reviewed and found to be inappropriate for the Section's mailing needs.

6. Other Items:

Sue McArthur reported that featured speaker at the October dinner meeting is to be determined. The meeting is scheduled for October 14, 1998 at the Marco Polo Restaurant in Vienna, starting at 7:00 PM.

Sue McArthur asked the whereabouts of the ASQ Banner, which traditionally is displayed at the dinner meetings. Bill Eastham indicated that he has it and will assure its availability for the upcoming meetings.

Bill Eastham reported that Section 0511 had 941 members as of August. Bill stated that he would bring in the membership pamphlet that he has been working on to the next Board meeting.

7. Next Meeting:

The next meeting of the board of ASQ Section 0511 will be on October 1, 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 where parking is available at a nominal cost.