

**ASQ SECTION 0511 BOARD MEETING MINUTES OF 5 NOVEMBER 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		P							
CHAIR-ELECT			P	P								
PAST CHAIR	P	P	P	P	P							
SECRETARY	P	P	P	P	P							
TREASURER	P	P		P	P							
CQC												
EDUCATION		P*	P	P	P							
ELECT-MEDIA	P	P	P		P							
EXAMINING					P							
HISTORIAN		P	P	P	P							
ISO9000												
MEMBERSHIP	P	P	P	P	P							
NQM	P	P	P	P	P							
NEWSLETTER			P		P							
PROGRAMS	P	P	P	P	P							
PUBLICITY	P				P							
QUAL-LIASON		P										
SMP												
STUDENT ACTIVITIES												
HEALTH CARE												

**Old Business:**

- 1. Approve October meeting minutes**

**The minutes were approved.**

- 2. Treasurer's report**

**Greg Donovan reported a current balance of about \$21,000 due to the receipt of about \$10,000 from ASQ National, which is our distribution of annual dues.**

**Ending fund balances for years ending June 30, 1998 \$12,899.87**

**1997 \$19,233.11**

**1996 \$20,775.18**

**1995 \$13,416.61**

**1994 \$19,105.66**

### **3. Publicity Chair Infoline update**

**We get no count of hits to the Infoline in accordance with our existing contract with the provider. The price for the Infoline service has gone from 12.99 to 14.99. There are no known reasons for the increase. Bell Atlantic had charged \$24.99 per month and .10 for each call.**

**Suggestions were furnished to add info to the Infoline message, including: board meeting specifics (Roger Schaffer will check with National to determine if re-certification points are available for attendance at these meetings.), and the credit card payment availability for the monthly dinner meetings at the Section Web site. Tim Gavagan mentioned the timeliness requirements for gaining publicity in OnQ, that is, 45 days in advance. This issue is relevant to our Dinner Meeting features (speaker and subject), various group meetings like the ISO User group, and training opportunities provided by the Section.**

**To the suggestion that we add a map to the dinner meeting designated restaurant on the internet site, we decided to add a link to Mapquest.**

### **4. Status of INTERTEK support of dinner meeting notification/reservation system (Eastham)**

**Bill Eastham left a message with Spencer Hutchins, our Intertek contact, to return a call. Presently Intertek will continue to do the notification. There continues to be some confusion whether they want to do it. Sue McArthur will assure that labels are provided. Sue has labels for this month and next. This issue will**

require extensive follow-up – officers were requested to note postmark and delivery date of the card and discuss them at the December meeting. Intertek has the roster and know how to use it to track responses.

The possibility of distributing the notifications by e-mail was mentioned. We have only 120 members on the E-mail list.

Bill Eastham gave his membership report. We have 978 members, 758 paid and 220 not paid. The identity of one ASQC fellow, among our ranks is unknown at this time. The section has 26 sustaining members, 3 of which are not paid. Bill Eastham will bring the list of sustaining members (corporate sponsors) to the next meeting.

Henry Kling and Bill Eastham will start calling individuals to recruit them back. Survey results from 43 members indicates that the Section is doing things “very well”. A question arising from the survey relates to why we don’t do the dinner meetings at the Silver Plate restaurant anymore. The answer is that they are out of business.

The previously discussed pin contest has been changed to a logo contest. The thought was that the logo could be added to plaques, pens, and other promotional items. The prize is \$100 cash; entries will be due to our mailbox, at Herndon VA, by Feb 1, The board will vote during the Feb 4 meeting.

#### **New Business:**

1. The October dinner meeting was attended by only a few people, one table was filled. No notifications were sent to members due to the confusion with the role of Intertek. Frank Hutchison mentioned that the Education Committee

intends to award Certificates of Attendance at the November meeting. The CQM training has just finished.

2. Sue McArthur has received the George Mason University Speaker Bureau list. The listed individuals make presentations free of charge. NIST was mentioned as other source for speakers for our meetings.

3. Red, White, and Blue team reports - No reports presented.

4. Newsletter status

Jim Coley reported 928 newsletters were mailed, today (November 5). December 24 is the deadline to get inputs to Jim Coley for the next edition. Bill Eastham will provide a new members list to Jim Coley, to be included in the next newsletter. The same list will be provided to Bill Casti to be posted on the web page.

5. Education

CQM and CSQE exams were recently administered. Bob Steele will teach the upcoming CQE course. The recently ordered books and software exam banks from Quality Council of Indiana have been received. The following list of potential instructors for upcoming training sessions was discussed: Jim Branson – CSQE, Frank – CQM, Tim Gavagan – CQA and Jim Coley - CQA back-up. Instructor manual is being put together by the committee. The new, revised test dates will be reported in the Newsletter. Don Hendrix is trying to keep the group dynamics organization alive now that Lea Edwards can no longer lead the unit. Additionally, Don Hendrix is continuing to try to contact Joe Ludford, re: university usage cost and CEU criteria. There has been an inquiry on CQM classes.

6. Examining

Roger Schaffer indicated that for the recent CSQE and CQM examining, there were the largest reservations in history. There was the typical 50 % turnout for the tests, however.

## **7. Laison**

**Yvonne Fernandez' e-mailed report was read by Bill Casti. Yvonne has contacted 10 of the 20 corporate sponsors. She has introduced herself and volunteered to be the eyes and ears of these clients on the Board of Section 0511. She perceives the reception to be "quite positive". Bill Casti asked Bill Eastham to send an updated corporate sponsor list to Yvonne Fernandez.**

## **8. Announcements**

**Paul Mills was a guest at this meeting. Paul has recently returned to this area after an assignment in Tennessee. Paul talked about establishing and chairing a Committee for Section 0511 relating to the ASQ Energy and Environmental Division activities.**