

ASQ SECTION 0511 BOARD MEETING MINUTES OF 7 JANUARY 1999

ATTENDANCE

	JUL-9	AUG-6	SEP-10	OCT-1	NOV-5	Nov23	JAN-7	FEB-4	MAR-4	APR-1	MAY-6	JUN-3
CHAIR	P	P	P		P	P	P					
VICE-CHAIR			P	P			P					
PAST CHAIR	P	P	P	P	P	P	P					
SECRETARY	P	P	P	P	P	P	P					
TREASURER	P	P		P	P	P						
CQC												
EDUCATION		P*	P	P	P							
ELECT-MEDIA	P	P	P		P	P	P					
EXAMINING					P	P						
HISTORIAN		P	P	P	P	P	P					
ISO9000												
MEMBERSHIP	P	P	P	P	P	P	P					
NQM	P	P	P	P	P	P	P					
NEWSLETTER			P		P		P					
PROGRAMS	P	P	P	P	P	P	P					
PUBLICITY	P				P	P	P					
QUAL-LIASON		P										
SMP												
STUDENT ACTIVITIES												
HEALTH CARE												

7 January, 99 Section 0511 Board Meeting
 7-9 PM
 Qwest/LCI

Old Business

1. Approve December minutes

The December minutes were approved.

2. Treasurer's Report – Donovan

No treasurer's report was given. Greg Donovan was unable to attend the meeting.

3. Section Library – Burke, Schaeffer

Don Burke reported that he was unable to make contact with Roger Schaeffer, but that there would be follow-up on this issue for the next meeting.

4. February Dinner Meeting in Loudon – McArthur (SHOULD READ **MARCH**)

Tentatively, the March dinner meeting will be held on March 10, at the 1782 (sic) Inn in Roundhill. Bill Casti will get information (menu, prices, etc) and relay it to Sue McArthur for planning and publicity purposes.

5. Membership Development – Eastham

Various ideas were discussed to increase the number of members and/or the participation level of existing members.

- Get a “big name” speaker and take an ad in the Washington Post
- Advertise in local papers – do we pay for ads in these publications?
- Advertise in various professional papers, e.g.; Federal Computer World, Government Executive, etc.
- Contact professional newsletter editors and request publication of invitations to meetings and events.
- Are mailing lists available from other professional organizations, like IEEE, ASTD, etc?
- Increase corporate interest and involvement, resulting in increased funding and members.

Tim Gavagan volunteered to inquire with ASQ HQ to seek advice on this subject, availability of canned material, etc.

Don Burke raised the issue of identifying the objective of the enterprise in terms of increased participation versus expanded membership, suggesting that separate sets of tactics would be required to address the different objectives. Generally, the group reflected that we are interested in both goals.

Tim Gavagan and Bill Eastham will pursue these issues. Tim will develop an advertisement for potential use in the publications identified above.

6. Section Banner – Eastham, McArthur

Sue McArthur has taken possession of the Section Banner, and displayed it at the December Dinner Meeting. Bill Eastham will turn over the smaller banner and associated pole to Sue.

7. Logo Contest – Eastham

Bill Eastham reported that we have received 4 entries and the due date is February 1. \$100 goes to the winning designer.

8. Board Name Tags – Eastham

Bill Casti has ordered plastic engraved nameplates for the Board and would bring them to the next Dinner Meeting.

Bill Eastham has color versions of nametags in plastic holders.

9. Newsletter

- Recertification – Schaeffer, Mendus
- Committee Recruitment – Eastham

Inputs were delivered and incorporated in the Newsletter.

Jim Coley had submitted the following information prior to the Board Meeting.

Section 0511 Newsletter Publication Schedule

Issue	Submission Deadline	Publication
Mar 99	2/12/99	2/19/99
May 99	4/9/99	4/16/99
Jul 99	6/11/99	6/18/99
Sep 99	8/13/99	8/20/99
Nov 99	10/8/99	10/15/99
Jan 00	12/10/99	12/17/99

798 copies mailed in December. No other issues.

10. Infoline Status – Gavagan Rotating Contact Assignments

Tim Gavagan used his telephone number for contact purposes on the Infoline message. This allowed for additional time for announcements, Tim thinks a big improvement has been achieved. The burden of being the contact point has not been so great that Tim needs volunteers to substitute, therefore he will continue as the contact point.

Tim detailed that OnQ published the notice on our upcoming Dinner Meeting, but not the other 4/5 items that had been submitted.

New Business

1. Monthly Dinner Meetings Discussion – McArthur

Sue McArthur reminded the board that the networking begins at 6:30 for the Dinner meetings and that she hopes more board members would be there timely in order to meet, greet and evangelize on the value of ASQ membership and participation.

Sue will revise the sign-in sheet to better support membership and recruiting activities by adding telephone contact information to the sheet.

2. R, W and B Team Reports

The subject was tabled.

3. Committee Reports

See reports integrated above.

4. Other New Business

Jim Coley is pursuing arrangements for holding a Dinner Meeting at JR's Stockyard in Tysons Corner. Price and availability are being negotiated. The board requested Jim to try to set up the April 13th meeting at this well-reputed restaurant.

5. Announcements

Sue McAthur identified Frank Blekman from George Mason University as the speaker for the January Dinner meeting. Frank will discuss the role of conflict in organizations.

Bill Eastham reported that the Section has 880 members. He reminded folks of the Logo contest.

Bill Casti suggested that Section based group leaders like Bob Wise might be asked to be presenters at the monthly dinner meetings.