

ASQ SECTION 0511 BOARD MEETING MINUTES OF 1-JULY-1999

LOCATION & TIME: Qwest Building, 7 PM

ATTENDANCE:

	JUL-1	AUG-5	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
CHAIR	P											
CHAIR-ELECT	P											
PAST CHAIR	P											
SECRETARY	P											
TREASURER	P											
EDUCATION	P											
ELECT-MEDIA	P											
HISTORIAN	P											
ISO9000												
MEMBERSHIP	P											
NQM	P											
NEWSLETTER	P											
PROGRAMS	P											
QUAL-LIASON	P											
Other:												
Other:												

AGENDA/ACTIONS:

1 Approve June Minutes

The Board's June meeting minutes were approved. It was clarified that the typed monthly minutes are to be sent to all Board members for review.

2 Resignation/Appointment of Secretary

As a result of a job transfer out of this area, Wanda Goodson resigned as Secretary on June 29, 1999. The Board elected Yvonne Fernandez to that position and she accepted.

3 Treasurer's Report – Donovan

Greg Donovan (Treasurer) reported a current balance of \$12,121.21. He will invest in a combination of 6-month and 9-month CDs. The annual report, which is due to ASQ National HQ in August, has not been completed. Don Burke (Section Chair) volunteered to verify which other reports (in addition to the annual financial report and list of officers) are required by ASQ National HQ.

4 June Dinner Meeting Report – McArthur

13 people attended

Low turnout was attributed to delay in mailing the invitations. Intertek ran out of labels and didn't inform the Board in time. Also, Sue McArthur (Programs Chair) was not able to get new member information because National was having trouble with the membership database. Sue will print and stockpile labels in preparation for her maternity leave.

5 Future Dinner Meeting Plans and Status - McArthur

Sue plans to book dinner meeting for the next 6 months, cycling through Marco Polo, Red Fox Inn, and JR's.

July 14th Meeting:

Speaker: Jim Kasab

Topic: Improved Government Efficiency & Effectiveness

Place: Marco Polo, Vienna

Time: 7-9 PM

August 11th Meeting:

Speaker: Marie Miller Whitehead

Topic: TBD

Place: Red Fox

Time: 7-9 PM

It was noted, again, that we need to ensure that the restaurant does not bill the section for alcoholic beverages. It is the responsibility of the restaurant to charge the individual at the time of delivery.

6 Cultural Alliance Discussion (US Air)

The Board had a brief discussion of the Cultural Alliance (local consortium of artists). It was unclear what our role would be, so the Board decided to table the discussion awaiting more input from Tim Gavagan.

7 Strategic Planning Meeting Discussion - All

The Board discussed several approaches to strategic planning and then voted to review National's Strategic Management Plan before deciding on the best approach. Bill Eastham (Membership/NQM Chair) agreed to order the publication from National.

8 Bylaws Revision Project

The Board discussed the need to revise the section bylaws (last revision in 1993). Although the bylaws are intended as guidelines, it was agreed that in some instances the bylaws do not reflect actual practices and that a revision would be of benefit. It was also agreed that Jim Coley (Chair-Elect/Newsletter) would lead the effort and develop a plan and timeline for

the revision. All Board members are to read the bylaws in preparation for discussions and individual assignments.

Section bylaws must be approved through membership ballot and National HQ. Section bylaws (current version available on Section homepage) must be consistent with ASQ National bylaws (available on the ASQ homepage).

9 Reports from Committee Chairs

Don Hendrix (Education Chair) raised an issue regarding candidate locations for upcoming CQM training. Building access continues to be a potential problem for most sites. The Board made some suggestions but agreed that location decisions belong to the Education Chair.

Bill Eastham reported that the section has 867 paid members, 13 sustaining members, and 8 student members. The national average membership is 491; the range is from 26 to 3797.

Bill Casti (Electronic Media/Past Section Chair) reported on 2 display rentals.

Jim Coley reported that the section newsletter had been mailed the prior Tuesday.

Walt Mendus (Section Historian) needs the past year's reports, to include financial report, education committee report, and ISO report. Don Hendrix agreed to communicate with the ISO group. Walt re-iterated that he needs copies of certificates, special awards, and commendations for the archive records.

Don Burke volunteered to contact HQ and identify those individuals on the Board who need access to the membership database.

10 Transition Issues

Bill Casti notified HQ about the change of Section Officers, except for the newly appointed Secretary about whom he agreed to inform HQ shortly. Bill also reported that all email information had been updated to reflect the new Board. Greg Donovan obtained the signatures of the new Board. Don Burke volunteered to contact HQ and identify those individuals on the Board who need access to the membership database.

11 Status of Bottom Line Quality Conference & Expo in Richmond October 6-7, 1999

Don Burke and Bill Eastham will attend. The display will be set up at the next dinner meeting (Marco Polo, July 14) for all members to see. The Board agreed to reimburse Don and Bill for their expenses related to this function.

12 Other Business

Don Burke proposed that future Board meeting agendas specify the primary discussion leader for each item. Because of time constraints (the host building was being closed to all

personnel), the discussion was deferred till the next meeting and/or through email discussions.

Sue reminded the Board that Roger Mercier would be the contact to get into the Qwest building for the next 2 months.

Noting no further business, the meeting was adjourned.