

ASQ SECTION 0511 BOARD MEETING MINUTES OF 5-AUG-1999

LOCATION & TIME: Qwest Building, 7 PM

ATTENDANCE:

	1 JUL	5 AUG	2 SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
CHAIR	P	P										
CHAIR-ELECT	P	P										
PAST CHAIR	P	P										
SECRETARY	P	P										
TREASURER	P	P*										
EDUCATION	P	P										
ELECT-MEDIA	P	P										
HISTORIAN	P	P										
ISO9000												
MEMBERSHIP	P	P										
NQM	P											
NEWSLETTER	P											
PROGRAMS	P	P										
QUAL-LIASON	P											
Other:												
Other:												

* Participated via phone

AGENDA/ACTIONS:

1 Approve July Minutes

The Board's July meeting minutes were approved. The Secretary was asked to develop a calendar for the year, denoting board meeting dates, dinner meetings, and other activities as they arise.

2 Treasurer's Report – Donovan

Greg Donovan (Treasurer) reported a current balance of \$2,440.58 in the checking account, \$2250.27 in the savings account, and \$10,000 in an assortment of CDs.

3 Status of Annual Report – Donovan

The annual report, which is due to National by 15 August 99, is still being developed.

4 Motions for vote - All

Three motions were raised, seconded, and discussed by board members via email, prior to this meeting. Voting occurred at the meeting. The results are as follows:

1. Schedule a Plant Tour to 2 USPS sites: The board approved a plan to schedule tours for Section members at the Merrifield and Dulles U.S. Postal facilities as examples of industrial quality. The tours are not intended to replace the regularly scheduled dinner meetings. The first tour will be scheduled for the week of October 25 at whichever of the 2 facilities is more available, with a follow-up tour at the other facility at a latter date.
2. Close down the Section's Info-line: The board decided that the cost of the service (\$20/month) was worth the benefit of getting a listing in the Yellow Pages as well as informing callers. The motion did not pass. The Info-line will be retained. There was an executive session discussion regarding this motion.
3. Institute a program of 4 for 3 Dinner Program: The board approved a program to award members a free dinner for every 3 full price dinner meetings they attend. The board agreed not to limit the number of free dinners an individual member can receive, nor to exclude board members. The program is tentatively scheduled to run until June 2000.

5 July Dinner Meeting Report – Mercier

20 people registered
 24 people attended
 23 dinners served

Intertek will not support future mailings of dinner meeting notices. The board agreed to ask Intertek to continue the mailings for 3 more months, after which the cards will be discontinued. Notices will, instead, be included in the Newsletter, via fax, and the Info-line.

The board discussed specific responsibilities related to the dinner meeting. It was agreed that the Programs chair is responsible for the flag, the speaker's bio, and the speaker gift; and the E-media chair is responsible for the needed audio-visual equipment. The Acting Programs chair agreed to develop a checklist to ensure successful events for the future.

6 Cultural Alliance Discussion

This discussion was tabled because the individuals involved were not present.

7 Purchase of 0511 coffee cups - All

A motion was passed to purchase the entire lot of section logo coffee mugs from Bill Casti for \$940 (\$4.75/cup). The cups will be sold through the section website as well as given to members as tokens of special recognition, e.g., first time dinner meeting attendance.

8 Discussion on outsource of CQE certification course

The board passed a motion to publicize a CQE certification course provided by Northern Illinois University (on a non-exclusive basis). We will have a link on the Section website and an ad in the newsletter. The Section will receive \$100 per each student who registers as a result.

9 Strategic Planning Meeting - All

The board agreed to get together on Saturday, 14 Aug 99 to discuss strategic plans for the year. The primary items to address will be: building membership and getting the membership more involved.

10 Review of Strategic Management Plan - Eastham

Bill Eastham agreed to order ASQ's National's Strategic Management Plan.

11 Bylaws Revision Project - Coley

Section 1 will be discussed at the next monthly meeting. Board members are to read the chapter before the meeting and be prepared for a discussion. The board anticipates revising the entire bylaws by the end of the year.

12 Reports from Committee Chairs

Newsletter: Deadline is 20 August.

Programs: September dinner meeting is tentatively at JR's; speaker will be Ira Epstein on "ISO 9000: The New Millennium."

Publicity: The Section's URL will be added as a footer on the newsletter.

Education: CQM course started last week with 10 students. The course has a pass rate of about 50%. Needs someone to take responsibility for each course.

Membership: National was having problems with accessing the membership database. Distribution from membership dues is expected to be the same as last month (~\$1200).

E-Media: 219 hits to the homepage in July; Wednesday the 14th being the peak (26 hits).

13 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 for all members to see.

14 Discussion of ideas from June Dinner Meeting

The board agreed to table remaining issues until Saturday or the next monthly meeting.

15 Other Business

The board discussed the idea of petitioning ASQ to create an “in training” status for software quality engineers. Much like for an Engineer in training (EIT), the “in training” status can be awarded after 4 years of college and passing an exam. The Chair agreed to formulate a draft proposal for the board to consider, review, revise as necessary, and submit to ASQ for consideration.

Noting no further business, the meeting was adjourned.