

## ASQ SECTION 0511 BOARD MEETING MINUTES OF 4-NOV-1999

LOCATION & TIME: Qwest Building, 7 PM

ATTENDANCE:

	1 JUL	5 AUG	2 SEP	7 OCT	4 NOV	2 DEC	6 JAN	3 FEB	2 MAR	6 APR	4 MAY	1 JUN
CHAIR	P	P	P	P	DB							
CHAIR-ELECT	P	P		P	JC							
PAST CHAIR	P	P		P	BC							
SECRETARY	P	P	P	P	YF							
TREASURER	P	P*	P	P								
EDUCATION	P	P	P		FH							
ELECT-MEDIA	P	P		P	BC							
HISTORIAN	P	P	P	P	WM							
ISO9000				P								
MEMBERSHIP	P	P		P	BE							
NQM	P											
NEWSLETTER	P			P	JC							
PROGRAMS	P	P	P	P	SM							
QUAL-LIASON	P	P	P	P	YF							
Other: Examiner			P									
Other: Publicity			P		TG							

\* Participated via phone

AGENDA/ACTIONS:

### 1 Approve October Minutes

The Board's September meeting minutes were approved.

### 2 Treasurer's Report – Donovan

No report.

### 3 New Member Mailing/Post Card – Rondot

September and October post cards (approx 30) were sent with an expiration date of January 2000. Questions were raised about whether or not it is clear on the cards that new members must still make dinner reservations, even though their dinner will be free. The Chair agreed to verify this.

#### **4 Budget – Burke**

Not all budget items have been sent in for incorporation into the section-wide budget. The Chair again requested that each Committee Chair provide him their portion of the budget.

#### **5 Video Equipment for December Meeting – Casti**

A VCR will be ready and available for Pierre Thuot's dinner presentation.

#### **6 The NOVA ISO Users Group – Murphy**

Booz Allen's facilities in McLean were offered as a potential location.

#### **7 USPS Tour – Burke**

The tour took place on Oct 27<sup>th</sup>. Feedback requests resulted in 5 positive responses.

#### **8 CQSE Initiative – Burke**

The Section Chair sent out the attached letter to the Chairperson of ASQ National and will send it to Quality Progress.

#### **9 Newsletter Calendar – Fernandez**

Several software options and approaches were discussed. The Secretary will work the bugs out and develop a calendar in time for the Dec 10<sup>th</sup> deadline for the next newsletter.

#### **10 Reports from Committee Chairs**

Programs – McArthur: October dinner meeting statistics are as follows: 25 registered, 23 attended, 23 ate dinner. The board decided that it is too complicated to charge \$20 for dinner only and \$25 for dinner and dessert, as stated in the newsletter for dinner meetings at JR's. The board agreed to pick up the costs of desserts for the rest of the operational year, and then revisit these costs in June. Bill Eastham agreed to email Sue with information on a potential speaker.

Newsletter – Coley: Jim presented an example newsletter produced by Ikon. There are still some format problems. The cost would be \$500 per issue.

Publicity – Gavagan: Tim reported the following charges for INFOLINE with Bell Atlantic:

Non recurring start up charges:  
 Remote Call Forwarding    \$37.20  
 Mini Message Board        20.00

Monthly Service Fees:

Basic Service	48.87
Each Incoming Call	.10
Taxes	4.00

Tim called the Fairfax County Tax Assessor and they said only churches, mosques, synagogues, temples, and gypsy fortune tellers are exempt from utility taxes. He believes we already have a VA state sales tax exemption number. If you have any questions please call VA Taxes 703-359-6715 or Fairfax County Taxes 703-222-8234.

Education – Hutchison: Frank reported that the CSQE course is ongoing, CQA has started, and CQM is complete. They are gearing up for the next CQM in January. CQM and CQE are on the same cycle. Don requested a binder for the CQE.

Historian – Mendus: Walt requested records of education activities.

Membership – Eastham: Bill would like to have a March 2000 Membership Drive. He suggested a \$5 networking event where we could invite recruiters from top organizations.

E-Media – Casti: Bill reported that the Win Gartner presentation is on-line. He bought a scanner for section use.

## 11 Other Business

None presented.

Noting no further business, the meeting was adjourned.