

ASQ SECTION 0511
BOARD MEETING MINUTES
21 MAY 2008

Approved at the 18 June 2008 Board Meeting

Location: Amphora Diner, Herndon, VA

Attendees: Attached

1. Call to Order – 5:38 pm by the Treasurer in lieu of the Chair and Chair-Elect
2. Reading & Approval of Minutes – Apr 08 minutes were accepted as with the following correction noted: Paragraph 3c, line three, change "Bloome for proctoring in Oct" to "Bloome for exam-related expenses in Oct."
3. Officer Reports/Announcements
 - a. Chair – The Chair was about to commit the Section to the website hosting by Orchard Suites that the section discussed previously, but his section credit card's limit would not cover the \$4000 start up balance. He decided instead to explore alternate web content management offerings and found several at substantially lower cost and decided not complete the Orchard Suites transaction at that time.
 - b. Chair Elect – Not present
 - c. Treasurer – The two checks reported last month remain outstanding. He purchased QuickBooks 2007 for \$104.99. Current account balance was reported as \$29,791.36
 - d. Secretary – Not present
4. Committee Reports/Announcements
 - a. Arrangements – Not in attendance.
 - b. Audit – Not in attendance.
 - c. Certification – Not in attendance.
 - d. Recertification – Not in attendance.
 - e. Education – ASQ National has a website for education and training initiative. On it, they provide a centralized nationwide training calendar. They have proposed a new sharing arrangement between the Sections and National for revenues. They are also promoting ASQ-sponsored course materials.
 - f. Finance – Nothing to report.
 - g. Historian – Has resigned.
 - h. Membership – We have 800 plus members. Discussions with national indicate that the organization has the same issues that many professional organizations are suffering, including decreasing memberships. Most ASQ members have twenty-plus years of experience and are male. Our section does not seem to follow the nation-wide norm.
 - i. Newsletter/Publicity – Not in attendance (expecting newborn any day now)
 - j. Nominating – Nothing to report.
 - k. Programs – proposed summer schedule:
 - i. June – Social Night
 - ii. July – Mr. Goodman
 - iii. August – has an interested candidate
 - iv. September – open at this time
 - l. SIGs – Not in attendance.

5. Unfinished and New Business – Website discussion:
 - a. In an attempt to ensure currency for the material posted on our website the following committee chairs will assume responsibility for the maintenance of their website areas:
 - i. Education
 - ii. Membership
 - iii. Newsletter
 - iv. Programs
 - b. The webmaster will be available to assist in this effort and will provide ftp access instructions to the above individuals.
 - c. The board decided to remove the blank spaces in the emails listed on the web to ensure website users would have less problems sending email to the addresses indicated. This may cause an increase in the amount of spam received.
 - d. Both the newsletter editor and the secretary should review their historical files to see if they have electronic copies of final minutes and newsletters for posting on the web.
 - e. The Chair will explore alternate hosting locations that combine hosting and content management solutions
6. Items for Next Month's Meeting – The Chair proposed to have the new and old boards meet to discuss a plan forward for Section 0511. The proposed meeting would talk place on a weekend morning and last from two to three hours. He is exploring locations and possible dates.
7. Adjournment – 6:36

Minutes prepared by: Jeffrey Parnes, Section 0511 Treasurer