



ASQ SECTION 0511 BOARD  
MEETING MINUTES 18 JUNE 2008

Location: Amphora Diner, Herndon, VA

Attendees: Attached

1. Call to Order -5:45 pm by the Chair
2. Reading & Approval of Minutes -May 08 minutes were accepted with the following corrections noted: Paragraph 2, change "Bloom" to "Blomme" in two places; Paragraph 4.h., change "Discussi90ns" to "Discussions".
3. Officer Reports/Announcements
  - a. Chair -The Chair announced that this will be his last, regular meeting as Chair. He will continue to work with the web site which is actually two separate issues. First, content management which the Treasurer noted is available free with our current web site. Second is the issue of web site design.
  - b. Chair Elect -Present, no report.
  - c. Treasurer - The new QuickBooks 2007 is in use. The Treasurer needs the Chair's receipts for a recent reconciliation report. The Treasurer distributed forms from BB&T that are required for the new officers. Also routed a contact sheet for officers to update so that he can update the information on the web site.
  - d. Secretary -Not present
4. Committee Reports/Announcements
  - a. Arrangements -Not in attendance.
  - b. Audit -Will confirm availability of team to do upcoming audit prior to turnover of Treasurer position.
  - c. Certification/Recertification -Flurry of packets for recertification this month. All have been sent to ASQ national. Will send a reminder e-mail to those whose certification will expire the end of the month notifying them that they have until the end of the year to submit their packet.
  - d. Education -Had 8 students in recent CQA course. Currently undecided regarding any fall courses.
  - e. Finance -Will be new Treasurer. Will receive end of FY report prior to turnover of responsibilities.
  - f. Historian -Has resigned, not present. Chair has ordered a plaque to commemorate Historian's service to the Section. He is a founding member of the Section.
  - g. Membership -We have 798 paid members, more coming. This will likely be his last year as Membership Chair. He did a trial mailing of meeting-- reminder postcards to 300 members this month using a new printer configuration. Will continue next month.

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- h. Newsletter/Publicity -Ready to go out in the next week or so with the newsletter. Please submit any info now. Asked if we want to e-mail / advertise in our parent companies and/or other companies? Perhaps send out meeting notices. Recommendation made for members to forward meeting notices to co-workers and within their companies.
  - i. Nominating -Nothing to report.
  - j. Programs -July speaker is set and on the web site. Working on August now. Chair requests Programs sets up August speaker by the end of June.
  - k. SIGs -Not in attendance. Hope Collins, new chair of Lean Six Sigma SIG attended the social portion of the meeting later on.
  - l. Nominating -Nothing to report.
  - m. Programs -July speaker is set and on the web site. Working on August now. Chair requests Programs sets up August speaker by the end of June.
  - n. SIGs -Not in attendance. Hope Collins, new chair of Lean Six Sigma SIG attended the social portion of the meeting later on.
5. Unfinished and New Business
- a. Chair set date and time for a Strategic Planning Meeting of the Board on Saturday, July 12th from 11:00 a.m. to 3:00 p.m. at the home of Bob Zimman. This will be a cookout/potluck. Art agenda will be sent out to the board prior to the meeting. Expect to discuss the web site, possible new meeting location and new speaker gift contents.
  - b. Web site will be discussed at the Strategic Planning Meeting on 7/12. Come to the meeting with definitive ideas on what we must, should, can and can't do with the web site.
  - c. Treasurer is working on a new member and training completion gift that will be a 2.0 GB flash drive with the logo imprinted on it. He has the new logo and is working with suppliers. This and what we should pre-load on the drive will be discussed at the Strategic Planning Meeting on 7/12.
  - d. Everyone is prepared for the Treasurer turnover. There will be an audit of accounts by the Audit Committee prior to the turnover. The Treasurer reported the section incurred a \$20 fee for accepting a government credit card and that he has requested an upgrade to our account so that we will not incur these fees in the future.
  - e. The July Section Meeting will be at Amphora in Herndon. The officers at the Strategic Planning Meeting will discuss a possible new host site. They will look at criteria for "good" locations and then search the targeted area for possible sites.
  - f. The Chair reports he made initial contact with the Winchester Section but has not had any follow-up communications from them.
6. Next Month's Meeting -July 16, 2008 at Amphora, Herndon.
7. Adjournment - 6:34 p.m.

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Minutes prepared by: Peg Blomme, Section 0511 Examination Chair

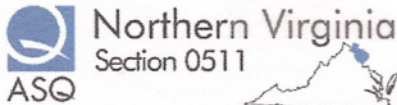
# ASQ Section 0511 Board Meeting

Date: 6/18/2008

Herndon Amphora Diner, Herndon VA

Event ID: 309

Name	Office	Attended
Peg Blomme	Examining Chair <i>AB</i>	
Bill Casti	Past Chair	
Bill Eastham	Section Chair <i>WBE</i>	
Yvonne Fernandez	Secretary	
Walter Mendus	Historian	
Paul Mills	Auditing Chair <i>PM</i>	
Jeff Parnes	Treasurer <i>JP</i>	
Marie Rondot	Arrangements Chair	
Jesse Rosenthal	Publicity Chair <i>JR</i>	
Dale Shaffer	Programs Chair <i>DS</i>	
Minh Tran	Six Sigma SIG Chair	
Joe Tullington	Finance <i>JT</i>	
Larry Wilkins	Education Chair <i>LW</i>	
Robert Wilson	Placements Chair	
Robert Zimman	Chair Elect <i>RZ</i>	
<b>Total Attendees</b>		<b>0</b>



Please join us for coffee, tea, soft drinks, a variety of appetizers, and desserts during our Membership Night on June 18, 2008. Members are free. There will be a short presentation on volunteer opportunities and Section activities. Come out and meet the new Officers and Board Members.

**June 18, 2008**

**6:30 P.M. to 8:30 P.M.**

**Amphora in Herndon**

**1151 Elden Street**

**Herndon VA 20170**

**703-925-0900**

**Bill Eastham, CQA, PMP**  
**Membership Chair**  
**ASQ Northern Virginia Section 0511**  
**703-323-5803**  
[easthamw@cox.net](mailto:easthamw@cox.net)

Email [programs07@asq0511.org](mailto:programs07@asq0511.org) by Monday 17 June 2008 to register for this Membership Night and presentation. Next dinner meeting July 16, 2008: John Goodman, Creating an Impactful Voice of the Customer that Gets CFO Support