

ASQ SECTION 0511
BOARD MEETING MINUTES
17 SEP 2008

Location: Amphora Diner, Herndon, VA
Attendees: Attached

1. Call to Order – 5:41 pm
2. Reading & Approval of Minutes – May/June minutes were still not available for review at the time of the meeting. (July minutes were approved at the Aug meeting.) August minutes were approved as corrected.
3. Officer Reports/Announcements
 - a. Chair – Nothing to report. No progress against last month’s items.
 - b. Chair Elect – Nothing to report.
 - c. Treasurer – Balance sheet as of Aug 31, 2008 was presented to the Board. The transfer of responsibilities from past Treasurer to current Treasurer has been completed.
 - d. Secretary – Nothing to report.
4. Committee Reports/Announcements
 - a. Arrangements – Not in attendance.
 - b. Audit – Nothing to report.
 - c. Examining/Certification – Not in attendance.
 - d. Recertification – 1 recertification in the past month.
 - e. Education – Got an email on the ASQ training process. National is becoming more involved and wants to ensure that the training offered by the Sections meets minimum standards and requirements. The Education Chair will revisit the question regarding ASQ’s status and policy regarding granting Continuing Education Units (CEUs). A former member of the Section is offering to give his personal library of quality-related books (57 books) to the Section. The Board agreed to accept the books and make them available to the members using a variety of venues.
 - f. Finance – Nothing to report.
 - g. Historian – Historian has resigned. Chair confirmed that this is not a required position and will pulse the membership to see if anyone is interested in this role.
 - h. Membership – Not in attendance.
 - i. Newsletter/Publicity – Next newsletter is coming out to the membership on Friday. Contributions for the following newsletter are encouraged. The Chair has not been able to connect with the Arrangements Chair to secure the section logo bags. The Education Chair is working with his daughter on the vector image of the Section logo for imprinting on thumb drives.
 - j. Nominating – Nothing to report.
 - k. Programs – Speaker has been lined up for next month; December will be a meet and greet event. The Programs Chair will email to the Chair the information he obtained from the USPS regarding the various costs and options for bulk mailing of post cards. The Programs Chair will investigate and purchase gifts (approx \$20-\$25 per gift) for future speakers, and he will work with the LSS SIG Chair to design “thank you” notes for speakers.

1. LSS SIG – The LSS SIG Chair briefed the Board on the status of the planned joint event with Section 0509 (Spring 09 one-day session and dinner meeting presentation by Forrest W. Breyfogle). Confirmed price difference between members and non-members. Board approved moving forward with the logistics (e.g., service agreement with Mr. Breyfogle and memorandum of agreement with Section 0509).
5. Unfinished and New Business – Still waiting to see who is going to do the redesign of the website. Board agreed to get the content up to date and work on the re-design at a later time. The Secretary recommended a token of recognition to the waiter at the Amphora Restaurant for his attention to detail and consistent top-quality service. The Board concurred and requested that the Secretary come up with a proposal.
6. Items for Next Month's Mtg – None.
7. Adjournment – 6:35 pm

Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary