

ASQ SECTION 0511  
BOARD MEETING MINUTES  
15 OCT 2008

Location: Amphora Diner, Herndon, VA

Attendees: Attached

1. Call to Order – 5:39 pm
2. Reading & Approval of Minutes – September 08 minutes were approved.
3. Officer Reports/Announcements
  - a. Chair – Obtained several quality-related books from National to use as door prizes for several dinner meetings. We have received several requests for putting job announcements on our website from a variety of non-member sources. The Board discussed the benefit to the membership in providing this service. The Board agreed to post for 60 days any job announcement that can be related to a quality topic. The Board reserves the right to refuse inappropriate announcements.
  - b. Chair Elect – Emailed the new logos to the Board as eps, jpg, and pdf files. The Board approved a motion to provide Ms. Carolyn Wilkins (the individual who created the new logo) a gift of \$100. The Chair Elect will follow up with the offer from the member who offered to donate his quality related library (per last month's minutes).
  - c. Treasurer – Presented the monthly report to the Board. Approved as presented.
  - d. Secretary – The Board approved a motion to present a plaque, a letter of appreciation, and \$200 to the Amphora server (Rasheed) as a token of recognition for his attention to detail and consistent exceptional service. The Chair will prepare the letter.
4. Committee Reports/Announcements
  - a. Arrangements – Not in attendance.
  - b. Audit – Not in attendance.
  - c. Examining/Certification – Not in attendance.
  - d. Recertification – Nothing to report.
  - e. Education – Nothing to report.
  - f. Finance – Nothing to report.
  - g. Historian – The Historian resigned and the Board agreed to investigate how best to show appreciation to him for his long service. The Chair confirmed that this is not a required position. No one from the membership indicated an interested in this role as of yet, and the Chair will announce it again.
  - h. Membership – Discussed a special membership event in March/April timeframe. Discussed the possibility of doing a joint event with the Ritz Carlton. The Board passed a motion to lock in the Amphora Diner for the next 4 months through February. Will include Nov and Dec dates on the next dinner meeting announcement cards.
  - i. Newsletter/Publicity – Not in attendance.
  - j. Nominating – Not in attendance.
  - k. Programs – Need to get dinner notices out to the membership earlier, i.e., 2 weeks in advance of the dinner meeting. Also, the Programs Chair agreed to call the restaurant 2 – 3 days in advance of each dinner meeting to confirm the event and give a headcount.

1. LSS SIG – Continues to coordinate with Section 0509 regarding the planned joint event.
5. Unfinished and New Business – The Board discussed establishing a program for linking Section members seeking projects for LSS Black Belt certification with local non-profit organizations that could benefit from LSS projects. The Board agreed to let the LSS SIG look into this as a possible program. The Webmaster reported that he has implemented a formal content management system (CMS) for the website.
6. Items for Next Month's Mtg – None.
7. Adjournment – 6:32 pm

Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary