



ASQ SECTION 0511
BOARD MEETING MINUTES
19 NOV 2008

Location: Amphora Diner, Herndon, VA

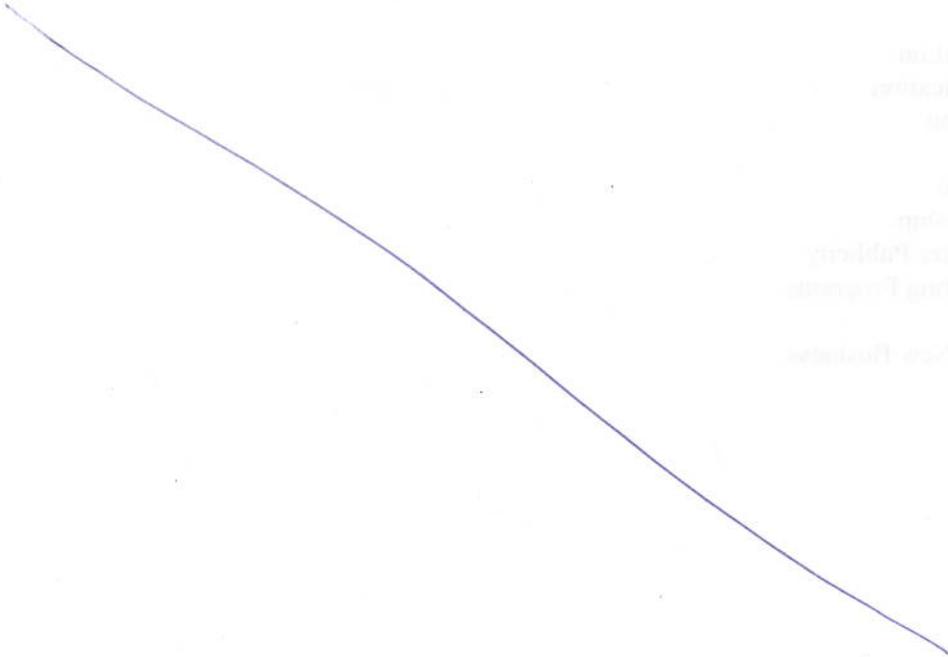
Attendees: Robert Zimman, Larry Wilkins, Paul Mills, Joe Tullington, Bill Eastham, Yvonne Fernandez

1. Call to Order – 5:45 PM
2. Reading & Approval of Minutes – October 15 meeting minutes were approved.
3. Officer Reports/Announcements
 - a. Chair –The Memorandum of Understanding between our Section and the Six Sigma Sig has been approved by ASQ Headquarters, so the plans for March course and dinner can proceed. The Chair will present tonight a plaque, a letter of appreciation, and \$200 to the Amphora Restaurant server as a token of recognition for his attention to detail and consistent exceptional service.
 - b. Chair Elect – To work with Treasurer to obtain permanent printed name badge and badge holders with new logo for Board members. Asked about the articles he submitted for the Section newsletter—Chair will follow up with Newsletter Editor Jesse Rosenthal.
 - c. Treasurer – Presented the monthly report to the Board. Noted BB&T confusion of our Section account and a NC Section account, that has been corrected, and preventive actions taken to avoid a future problem. Report was approved as presented.
 - d. Secretary – Absent for early part of meeting.
4. Committee Reports/Announcements
 - a. Arrangements – Not in attendance.
 - b. Audit – No report on audit committee actions. CQA training course has 5 students, some interest in CMQ/OE, and Six Sigma classes the Section may offer. Plan in January/February to dry-run some virtual training on the Internet, volunteers solicited.
 - c. Examining/Certification – Not in attendance.
 - d. Recertification – Reminded that credit card payments will speed up the processing.
 - e. Education – Obtained numerous quality books from Littleton MacDorman, for door prizes tonight. Secretary will send a thank-you letter to him. Larry Wilkins has his address.
 - f. Finance – Nothing to report.
 - g. Historian –No one from the membership has indicated an interest in this role, so the Chair will announce this open position again at the meeting tonight.
 - h. Membership – Latest count at 734. Sent postcards to all members for tonight’s meeting. Will work out a template for postcard announcements, to include later events. Suggested all Board members work their contacts to get more members to attend meetings.
 - i. Newsletter/Publicity – Not in attendance.
 - j. Nominating – Not in attendance.
 - k. Programs – December meeting will not have a speaker, it will be a mixer “Greet and Grab” session with hors d’oeuvres and desserts. Need a speaker for January.
 - l. LSS SIG – Not in attendance.
5. Items for Next Month’s Mtg – None.
6. Adjournment – 6:32 pm

(Draft Minutes prepared by: Paul Mills, Section 0511 Audit Committee Chairman)

19 Nov 08 - ASQ Board Mtg

ROBERT ZIMMAN	<i>Robert Zimman</i>	CHAIR
Paul Miller	<i>Paul Miller</i>	Asst com. chair
Joe Tullington	<i>Joe Tullington</i>	Treasurer
Loopy Wilkins	<i>Loopy Wilkins</i>	com elec
DALE SAFFER	<i>Dale Saffer</i>	programs
BILL EASTMAN	<i>Bill Eastman</i>	membership
Yvonne Fernandez	<i>Yvonne Fernandez</i>	Secretary



7 attendees
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