



**ASQ SECTION 0511  
BOARD MEETING MINUTES  
25 MAR 2008**

Location: Woo Lae Oak Restaurant, Vienna VA

Attendees: Attached

1. Call to Order – 5:35 PM
2. Reading & Approval of Minutes – February meeting minutes were approved as written. January meeting minutes were not available for review. The Secretary will check with Jeff Parnes regarding the January minutes.
3. Officer Reports/Announcements
  - a. Chair – Not in attendance.
  - b. Chair Elect – We need to come up with the slate of candidates for Section officers for the coming FY prior to the next monthly meeting. Will send out an email to the membership asking for anyone interested in running for one of the three open officer positions: Chair Elect, Secretary, and Treasurer.
  - c. Treasurer – Presented monthly financial report (provided under separate cover). The Post Office box payment was made late.
  - d. Secretary – Nothing to report.
4. Committee Reports/Announcements
  - a. Arrangements – Not in attendance.
  - b. Audit – Nothing to report. Time to start coordinating in anticipation of upcoming audit.
  - c. Examining/Certification – Not in attendance. Notified the Board of her upcoming move from the National Capitol Region and subsequent resignation.
  - d. Recertification – Not in attendance.
  - e. Education – Last night's attempted web meeting did not work. Will research alternate systems/tools and advise the Board.
  - f. Finance – Not in attendance.
  - g. Historian – Unfilled position. The Chair Elect will follow up on whether or not the Chair provided language to the Webmaster for posting the vacancy on the website.
  - h. Membership – Not in attendance.
  - i. Newsletter/Publicity – Not in attendance.
  - j. Nominating – Not in attendance.
  - k. Programs – Not in attendance
  - l. LSS SIG – Not in attendance.
5. Items for Next Month's Mtg – None.
6. Unfinished and New Business – None.
7. Adjournment – 5:59 pm

(Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary)  
Approved at 15 Apr 09 Board Meeting