

ASQ SECTION 0511
BOARD MEETING MINUTES
15 APR 2008

Location: Amphora Restaurant, Herndon VA

Attendees: Attached

1. Call to Order – 6:00 PM
2. In attendance:
 - a. Officers: Chair, Chair-elect, Treasurer,
 - b. Committee Chairs: Programs, Webmaster
 - c. Guest: Speaker, who also serves as Chair, Baltimore Section, and Deputy Regional Director
3. Reading & Approval of Minutes – March meeting minutes were approved as written.
4. Officer Reports/Announcements
 - a. Treasurer –
 - i. No information regarding the March joint meeting and conference finances
 - ii. PO Box paid via check printed by Jeff
 - iii. ASQ National payments continue being deposited in the section checking account
 - b. Chair Elect –
 - i. Looking for someone to help out with newsletter
 - ii. Plane and hotel reservations made for Worldwide Conference in Minneapolis/St. Paul during 17-20 May. Will also attend the Leader Conference
 - iii. Will present a brief on conference activities at May meeting
 - iv. Raised discussion of Meeting format
 1. Present format includes ½ hour meet and greet, 1 hour dinner and 1 hour presentation
 2. Proposes to merge the dinner and presentation time
 3. Proposes rather than sit down dinners more buffet style – Chinese or Pizza
 - c. Secretary – Not present.
 - d. Chair – Raised discussion of meeting publicity and attendance
 - i. Would moving meeting to Arlington get more attendees? Not necessarily
 - ii. Experience with PMI, a chapter with 500 members, has the same percentage of attendees
 - iii. The Chair-Elect opined that there must be other means to increase participation
5. 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 –
 - i. The second attempt to hold a web meeting failed due to lack of audio
 - ii. Paul needs a location to hold CQA training –
 1. Renting a room would put the chapter at a further disadvantage as the course is conducted with less than the six students required for the course to break even in the first place
 2. Should we raise the minimum number of students or the tuition?
 - f. Finance – Successfully printed check for use by Treasurer when direct payment is required
 - g. Historian – Unfilled position.
 - h. Membership –
 - i. Had proposed a special meeting for the members in May

- ii. If arrangements can be finalized by 20 May we will go ahead with the special meeting, otherwise the meeting will be held at the Amphora
- i. Newsletter/Publicity – Not in attendance
- j. Nominating:
 - i. Chair – Larry Wilkins
 - ii. Secretary – Yvonne Fernandez
 - iii. Treasurer – Joseph Tullington
 - iv. Chair-Elect – No nominee – will announce at section meeting
- k. Programs – Discussion of March Meeting and one-day joint workshop
 - i. 25 March Meeting
 - 1. Held in a private room at the Woo Lae Oak Restaurant in Tyson’s Corner
 - 2. Speech was well suited for Joint meeting
 - 3. About 50 attendees, majority from our section vis a vis section 509
 - 4. Little sales push to buy presenter’s books
 - ii. 26 March One-day Joint Workshop
 - 1. Tried to cover a lot in one day
 - 2. Thought provoking
 - 3. Harder push for sales
 - 4. Circa 41 or 42 attendees, both sections had guaranteed 75 attendees
 - 5. George Washington University willing to host other events
- l. LSS SIG – Not in attendance, had indicated that she will be leaving this area and a replacement will be found
- 6. Items for Next Month’s Mtg – None.
- 7. Unfinished and New Business –
 - a. Discussion of attempts to create Frederick Subsection
 - i. No news, little email traffic that we are aware
 - ii. It is possible that the bulk of the interested members reside in Section 0509 (DC and MD suburbs) rather than our section
- 8. Adjournment – 6:42 pm

(Minutes prepared by: Jeff Parnes, Section 0511 Webmaster)