



ASQ SECTION 0511
DRAFT BOARD MEETING MINUTES
19 August 2009

Location: Amphora Diner, Herndon VA

Attendees: Attached

1. Call to Order – 5:40 PM
2. Reading & Approval of Minutes – July meeting minutes were approved with 2 changes, the date was incorrect and the Historian was present at the meeting. The June minutes are still not available
3. Officer Reports/Announcements
 - a. Chair – Discussed numerous issues: purchasing a banner for the section – Mr. Zimman made a motion that we should purchase 2 banners, Mr Eastham seconded and the motion carried; Computer training is scheduled for 1100 on Saturday - Please send reply to Jeff Parnes if you intend to attend; the request by an ASQ member author to advertise on our website for LSS examples met with no disagreement – His request will be placed on our website; a discussion on the newsletter determined that the suspense for input will be the end of the second month of the quarter with a target publication date of the 10th day of the last month of the quarter, timed to be distributed before that month's meeting.
 - b. Chair Elect – Nothing to report
 - c. Treasurer – Not present. The Treasure's report was submitted for review
 - d. Secretary – Not present.
4. Committee Reports/Announcements
 - a. Arrangements – Not in attendance.
 - b. Audit – The audit report was submitted to ASQ National and an e-mail was received from ASQ National confirming receipt.
 - c. Examining/Certification – Not in attendance.
 - d. Recertification – Reminded everyone that it is best to use credit card when submitting recertification. A check complicates and delays the recertification process. Also, members tend to submit superfluous material with their packages that also delay the process.
 - e. Education – Nothing to report.
 - f. Finance – Nothing to report.
 - g. Historian – Received CD with history of section. Will create backup.
 - h. Membership – We have over 700 paid members and 300 unpaid members. ASQ membership is shrinking, but our section appears to be losing members at a rate slower than the National metric
 - i. Newsletter/Publicity – Discussion on newsletter was held by chair. Schedule for newsletter is as noted above
 - j. Nominating – Nothing to report.
 - k. Programs – We have a speaker for next month (Bill Eastham –discuss National ITAG meeting on membership retention). There is a speaker for October. The chair will attempt to contact National to get either a speaker on the Future Quality Study or Social Responsibility.
 - l. LSS SIG – Not in attendance.
5. Items for Next Month's Mtg – Need a write-up from each Board member and committee chair describing their responsibilities and typical level of effort. The intent is to use this information to advertise for more volunteers to serve on the Board. This is a holdover from last month
6. Unfinished and New Business – None.
7. Adjournment – 6:40 pm

ASQ 0511 – August 09 Board Mtg Minutes

(Minutes prepared by: Larry Wilkins, Section 0511 Chair)