



**ASQ SECTION 0511
BOARD MEETING MINUTES
21 OCT 2009**

Location: Amphora Diner, Herndon VA

Attendees: Attached

1. Call to Order – 5:40 PM
2. Reading & Approval of Minutes – July, Aug, and Sep meeting minutes were approved as written.
3. Officer Reports/Announcements
 - a. Chair – The Board considered a graphic (a collage with quality-related photos and symbols) for the section homepage and discussed the possibility for including section-specific photos. The Webmaster (Jeff Parnes) will be tasked with incorporating the graphic and have a test copy by next meeting. The Chair advised the Board about the First Quality Conference sponsored by USAID for the Nation of Iraq. A section member recommended ASQ National provide a letter of support for this effort. National declined “on the basis of US sanctions against the Iraqi government.” Section leadership has since confirmed that no such sanctions exist on the current government of Iraq and ASQ National has declined to respond to this latest communiqué. The Board agreed that this seems to be a missed opportunity for ASQ to expand and support quality initiatives in a country that is supported by the US government. The Chair had fully intended to submit a Section Management Plan (SMP) but was not able to do so by himself. ASQ National did not grant an extension and so there is no official SMP for this year. The Chair will review the SMP guidance to determine if there is any value in developing an SMP for our internal use and not for submittal to National.
 - b. Chair Elect – Not in attendance.
 - c. Treasurer – Still working on the audit discrepancy identified in last month’s minute (last year’s starting balance), therefore, the section is not receiving the renewal income yet. Sent our share of the cost to Section 0509 for the Breyfogle event.
 - d. Secretary – The Secretary advised the Board of the revised Section Operating Agreement with a focus on changes from last year. The Board approved a motion for the Secretary to sign the SOA on behalf of the Section and then submit to National.
4. Committee Reports/Announcements
 - a. Arrangements – Not in attendance.
 - b. Audit – Nothing to report.
 - c. Examining/Certification – We proctored the exams last Saturday. We had 14 people sit for the CSSBB, 1 for the CQT, and 6 for the CQMgr.
 - d. Recertification – Submitted several packages last month. Will remind the membership if paid by check the process will be delayed. Attended ASQ Audit Division Conference last week and identified a potential speaker. Requested authorization to spend up to \$500 to order approximately 1000 magnet with section information (e.g., website and phone number). The Board will vote on this item next month once definitive costs are determined.
 - e. Education – Have been contacted by 5 people about a CQA course for the December exam.
 - f. Finance – Nothing to report.
 - g. Historian – Continues to collect and archive information.
 - h. Membership – Not in attendance. ASQ National sent us a spreadsheet with the membership stats. Between 30 Jun and 1 Oct, our regular membership dropped by 19 people and senior membership dropped 4 people, sustaining went up 2, all in all we went from 794 to 765. BSI

- is willing to send out the monthly postcard announcements. Membership Chair is responsible for establishing a plan for resurrecting the post cards and work with BSI to execute.
- i. Newsletter/Publicity – Agreed to check and update as necessary the Section phone message (outgoing message only). Sent out Newsletter in September, next one is due December and will start soliciting content in early November.
 - j. Programs – Not in attendance. We have commitment from Paul Borowski from ASQ National to speak at the January meeting. The Webmaster is responsible for setting up a section on the website for announcing future meeting topics to help the membership plan ahead.
 - k. Nominating – Nothing to report
 - l. Voice of the Customer – Still coordinating with ASQ to get the training for Qualtrics (survey analytical tool). Survey underway and results to be tallied next month. There will be a coordination mtg for the VOC Chairs.
 - m. LSS SIG – Not in attendance.
5. Items for Next Month's Mtg – None.
 6. Unfinished and New Business – None.
 7. Adjournment – 6:49 pm

(Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary)