



**ASQ SECTION 0511
BOARD MEETING MINUTES
20 JANUARY 2010**

Location: Amphora Diner, Herndon VA

Attendees: Attached

1. Call to Order – 5:37 PM
2. Reading & Approval of Minutes – The November 2009 and December 2009 meeting minutes were approved as written. The Board was not able to identify who took the June 2009 Board mtg minutes (at the Ritz Carlton), and will query Bill Eastham (who was the Chair at that time).
3. Officer Reports/Announcements
 - a. Chair – Received an email from a local vendor who solicited the Board to be hired to redesign and host the Section website. The Voice of the Customer Chair (Trish Selcher) offered to look into other potential vendors (services, costs, etc) and report back to the Board for consideration at next month's Board meeting. The Section Webmaster will contact Bill Casti to ask to allow us to take ownership of the ASQ0511 domain name. The Six Sigma SIG is asking to be reimbursed for expenses of running their monthly SIG meetings (joint for Sections 0509 and 0511). The Treasurer advised them that we would split the costs with Section 0509. Chair expressed interest in hosting another special event/dinner meeting to attract attendance; he is seeking input from the Board. The Board discussed venue alternatives (preferably near a Metro) for the monthly meetings as well as the special event.
 - b. Chair Elect – Not in attendance.
 - c. Treasurer – The Treasurer's report was presented and submitted for review. The previous balance discrepancy has been resolved and we are now receiving our monthly dues allotments.
 - d. Secretary – The Section 0511 SOA was signed and submitted to National, who acknowledged receipt via email.
4. Committee Reports/Announcements
 - a. Arrangements – Not in attendance.
 - b. Audit – Nothing to report.
 - c. Examining/Certification – Nothing to report.
 - d. Recertification – Not in attendance.
 - e. Education – Working on an announcement for the website.
 - f. Finance – Nothing to report.
 - g. Historian – Receiving all requisite information and he is archiving.
 - h. Membership – Not in attendance. The Webmaster is going to test the distribution list for the monthly dinner email invitation that goes to the Board. The Board requested an update on the dinner meeting post cards.
 - i. Newsletter/Publicity – The December 1009 Newsletter was posted on the Section website. Input for the next Newsletter is due 1 March 2010.
 - j. Nominating – Not in attendance.
 - k. Programs – Reaffirmed that all speaker engagements must be coordinated through the Programs Chair and once a speaker is identified for a specific date, we will not try to bump that speaker to bring in another. The Board concurred that the Programs Chair is ultimately responsible for coordinating and scheduling speakers for the monthly dinner meetings.
 - l. Voice of the Customer – Asked the Board to think about what questions they want asked. The Board wants to better understand the key factors influencing attendance at the monthly

- dinner meetings (location? topic? speaker? date/time? other?) and how we can get more membership volunteers. Will develop a draft survey and present to the Board for consideration on/before next month's meeting.
- m. Webmaster – Changed the web server subscription, same service and functionality at a lower cost. If anyone has any feedback or comments, he'd like to hear from them.
 - n. LSS SIG – Not in attendance.
5. Items for Next Month's Mtg – Voice of the Customer Survey, Website proposals, updated education schedule.
 6. Unfinished and New Business – None.
 7. Adjournment – 6:50 pm

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