



**ASQ SECTION 0511  
BOARD MEETING MINUTES  
17 MARCH 2010**

Location: Amphora Diner, Herndon VA

Attendees: Attached

1. Call to Order – 5:36 PM
2. Reading & Approval of Minutes – The February 2010 meeting minutes were approved as written.
3. Officer Reports/Announcements
  - a. Chair – (1) We have been asked by the ASQ Product and Marketing Manager to brief a small group of visiting Iraqi businessmen on the ASQ story, and the Chair asked for help from the Board members. The visit will be in Washington, DC during April, and ASQ will provide briefing materials. The Chair will reach out to Section 0509 to advise them. (2) The Chair noted that the most recent Newsletter was a top notch product that was very well done; kudos to the Newsletter Chair. (3) A new member contacted the Chair and asked to be nominated for the Feigenbaum medal. The Chair will reply that we are not an approved nominating body for this award. (4) The Board again discussed other restaurants for the dinner meetings and each member will continue looking for viable options near a Metro, reasonably priced, and able to host a large group with a presenter (i.e., private dining room).
  - b. Chair Elect – Not in attendance.
  - c. Treasurer – The Treasurer was not in attendance, however, he sent his report to the Board prior to the meeting.
  - d. Secretary – The Secretary reminded the Board of the topics tabled from last month's report: Voice of the Customer Survey, Website proposals, and updated education schedule. The first two items were not addressed due to absence of the responsible individual. The Board discussed the education schedule and potential locations for holding class. All three items remain tabled.
4. Committee Reports/Announcements
  - a. Arrangements – Not in attendance.
  - b. Audit – Nothing to report.
  - c. Examining/Certification – One of the examinees for June is handicapped and ASQ National has identified specific measures to help ensure this person is able to access the exam.
  - d. Recertification – Packages continue to come in for review and approval.
  - e. Education – Researched CEUs with ASQ National and was told that National gives CEUs for ASQ National courses but we can apply for our courses to earn CEUs at a cost of about \$3,300. The Board determined that this would be cost prohibitive.
  - f. Finance – The funds from National are coming through.
  - g. Historian – The Board is hosting a contest for the membership to name the quality champions on the photo montage on our home page. Members are encouraged to try to identify each individual and send their entry to the Historian. The member with the most correct names by May 10th will win a free dinner. The winner will be announced at the May dinner meeting and on the website.
  - h. Membership – Not in attendance.
  - i. Newsletter/Publicity – Newsletter was published in March and we are ready to collect articles for the next one.
  - j. Nominating – (1) Next elections must be held in April and we have nominees for every position except Chair Elect. Interested members are encouraged to contact anyone from the

Board. (2) ASQ has changed procedures for reporting, now all are required to be reported by May 15<sup>th</sup>. (3) ASQ is changing from fiscal year to calendar year and we will likely be required make changes to our financial tracking and elections. It is unclear how the transition year will play out. (4) ASQ seems to be trying to push the Sections and Divisions to go with their (ASQ) standard website, with a content management system that can only be accessed by ASQ National. (5) BSI is willing to do the postcard reminders and the contact information was provided to the Publicity Chair. The Nominating Chair will ensure that the Publicity Chair has access to the membership list. (6) There seem to be other things that can be posted using the Section's LinkedIn site; these include job postings, newsletters, and meeting notices.

- k. Programs – We have a speaker for next month, Mr. Steven Walfish. The Programs Chair contacted Great American Restaurant and they will provide a speaker for the May meeting.
  - l. Voice of the Customer – Not in attendance.
  - m. Webmaster – The former Webmaster (Bill Casti) is in the process of transferring the domain of the Section website to us.
  - n. LSS SIG – The SIG, which is a joint venture between Sections 0511 and 0509, gives out an elegant pen/pencil set as their gift to speakers. The current items are stamped with Section 0509 contact information. If the label can be changed to include our section information, then we would be happy to help defray some of the cost. The SIG Chair will investigate and report back at the next Board meeting. The current SIG Chair is stepping down in June. The incoming Chair should attend the Board meetings and keep the Board informed of expenditures, resource needs, and activities.
- 5. Items for Next Month's Mtg – Voice of the Customer Survey, Website proposals, updated education schedule, and election of incoming officers. The Webmaster requested the names and bios of nominees for posting on the website within the next couple of weeks to give the membership an opportunity to review prior to the elections.
  - 6. Unfinished and New Business – None.
  - 7. Adjournment – 6:44 pm

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