

ASQ SECTION 0511  
DRAFT BOARD MEETING MINUTES  
17 NOV 2010

Location: Amphora Diner, Herndon VA

Attendees: Attached

1. Call to Order – 5:35 PM
2. Reading & Approval of Minutes – The Sep and Oct 2010 meeting minutes were approved.
3. Officer Reports/Announcements
  - a. Chair – We need to pay attention to the ASQ National website and be alert to anticipated changes to our current branding.
  - b. Chair Elect – The Board revisited the discussion of future alternate venues in light of the anticipated Tysons Corner Metro and Hot Lane in 2012-2013 timeframe. We need to start looking for restaurants in that area. For the “grip and grin” in Dec we are going to recognize people who received ASQ certifications and other similar achievements. The Examining Chair (Kathleen Eaves) agreed to create a PowerPoint of everyone who has certified in the past 18 months.
  - c. Treasurer – The Board approved a motion to accept the Treasurer’s report for Oct 2010.
  - d. Secretary – Nothing to report.
4. Committee Reports/Announcements
  - a. Arrangements – Not in attendance.
  - b. Audit – Not in attendance
  - c. Examining/Certification – We have 59 people signed up for exams in the next session.
  - d. Recertification – Not in attendance.
  - e. Education – We have a volunteer to teach the Six Sigma Black Belt Certification prep course. Will follow up.
  - f. Finance – Nothing to report.
  - g. Historian – We had one participant and therefore one winner in the Name the Faces on our website contest.
  - h. Membership – Currently we have 875 members and 768 have paid their dues. We have 12 Sustaining Members; will look into the possibility of getting speakers from these organizations. The Board discussed the need to revisit doing membership drive activities and events. For example, we can give awards for who signs up the most new members in a 12 month period.
  - i. Newsletter/Publicity – Will contact the person who wrote a book published by ASQ to interview him for an upcoming issue of the Newsletter and/or possibly serving as a speaker. The Chair will check with National to verify their policy related to anyone promoting their products or services during an ASQ event. There will be a Dec Newsletter and input is needed by Dec 10.
  - j. Nominating – Vacant position.
  - k. Programs – In Jan we are going to Micron on the 19<sup>th</sup>, details on logistics continue to be worked through Micron. This needs to be announced well in advance and through an assortment of venues.
  - l. Voice of the Customer – Looking into the distribution of members across the Section footprint.
  - m. Webmaster – The proposal has been accepted and we have advised the provider to proceed.
  - n. LSS SIG – Nothing to report.
5. Items for Next Month’s Mtg – Contest rules for generating new members.
6. Unfinished and New Business – None.
7. Adjournment – 6:46 pm

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