



ASQ SECTION 0511
BOARD MEETING MINUTES
15 Dec 2010

Location: Amphora Diner, Herndon VA

Attendees: Attached

1. Call to Order – 5:50 PM
2. Reading & Approval of Minutes – The November 2010 meeting minutes were approved as corrected.
3. Officer Reports/Announcements
 - a. Chair – Reported that National indicates (per their policy) prospective book author can give presentation and sell book as well if a) not board member and B) not the primary reason for meeting
 - b. Chair Elect – Motion approved for Chair Elect to attend ASQ World Conference in Pittsburg, PA, 16-18 May 2011 with expenses not to exceed \$3000.
 - c. Treasurer – The Board approved a motion to accept the Treasurer's report for Nov 2010. Current balance is 27918.10
 - d. Secretary – Not present.
4. Committee Reports/Announcements
 - a. Arrangements –
 - i. Additional Restaurant meetings locations were discussed:
 1. Reston Uno's private back room – future metro accessibility
 2. Reston Clyde's – Bill reported that they're not affordable
 3. Shirlington – Samuel Becket's Irish Pub (not metro accessible (Larry)
 - ii. Working on rebuilding database – data good, front end broken – forms broken. Cannot upgrade until fixed
 - b. Audit –. Nothing to report
 - c. Examining/Certification – Dec 4th report distributed: close to 50 took tests, with 4 no shows. Next exam is March.
 - d. Recertification –Received plethora of packages
 - e. Education –
 - i. Contacted by company to arrange six-sigma training. Tried to contact six-sigma chair but had no luck. Contacted chair elect – asked if we had any instructors. Passed the name of a six-sigma instructor to the company, got thanks from company and instructor.
 - ii. Quality Auditor course to be discussed in Feb/March
 - iii. Exploring green belt six-sigma (with above instructor)
 - f. E-media/Finance – E-media and Finance committee chairs recommended the section move its phone number from Verizon to a no-cost phone number motion (Google). Motion passed unanimously. The number will not be ported so that callers to the old number will find it disconnected. E-media will set up number and for Board to consider possible messages and formats.
 - g. Historian – no report
 - h. Membership – 789 members, national 80,000, and 20% drop rate with decreased new members less than drop rate.
 - i. Newsletter/Publicity –Newsletter deadline 20 December
 - j. Nominating – Schedule for arranging new officer nominations:
 - i. Feb solicit nominations
 - ii. Mar announce nominations
 - iii. Apr hold election

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- k. Programs – January trip to Micron planned, more info needed. Will contact Micron folks attending tonight
 - l. Voice of the Customer – Don't like National website search capability. Section officers and committee chairs should be able to access division data even if they aren't members
 - m. Webmaster – As each page is updated it will be moved to the new template with the initial changes to take place within 60 days
 - n. LSS SIG – No Report
- 5. Items for Next Month's Mtg – None.
 - 6. Unfinished and New Business – None.
 - 7. Adjournment – 6:32 pm

(Minutes prepared by: Jeffrey Parnes, Section 0511 Secretary Pro Tem)