



**ASQ SECTION 0511
DRAFT BOARD MEETING MINUTES
16 FEB 2011**

Location: Amphora Diner, Herndon VA

Attendees: Under separate cover

1. Call to Order – 5:35 PM
2. Reading & Approval of Minutes – The Board approved the Dec 2010 and Jan 2011 meeting minutes as corrected.
3. Officer Reports/Announcements
 - a. Chair – Introduced Mr. John Mullins as the new Programs Chair. Discussed possibility of doing another Voice of the Customer survey. Received lots of positive feedback on the Micron visit/dinner meeting last month. Tonight’s dinner is expected to be well attended and we need to keep that positive trajectory. The Board discussed additional ways to reach new and existing ASQ members, students, and industry professionals and invite them to the Section dinner meetings. Venues discussed included: newsletter, flyers distributed during certifications exams, Section Website, emails, the post cards, and electronic social media. Bob Zimman agreed to reach out to BSI and see if we can re-institute the monthly post cards. The speaker/topic and location have consistently been identified by our membership as being key factors in their level of participation. We need speakers who are relevant and serve as a draw and other locations where we can host these types of meetings. We need to survey the membership and let the data drive our solutions. The Programs Chair (assisted by Bob Orkin and Arnold Pachtman) will develop a plan of action and present it to the Board at the March meeting.
 - b. Chair Elect – Building on prior discussion, we need to find alternate venues that can accommodate a speaker and is readily accessible (preferably next to Metro). Received information on an event for “Women in Quality.” Requested ideas/themes for a major event or activity.
 - c. Treasurer – The Board approved a motion to accept the Treasurer’s Jan 2011 report. The Treasurer requested the receipt from last month’s dinner meeting; the Chair will provide it to him. Each year’s budget has been based on the prior year’s expenditures, and this process has been very effective in predicting and budgeting.
 - d. Secretary – Nothing to report.
4. Committee Reports/Announcements
 - a. Arrangements – Nothing to report.
 - b. Audit – Not in attendance.
 - c. Examining/Certification – Not in attendance.
 - d. Recertification – We had 2 re-certifications in Jan.
 - e. Education – Looking for help in reaching the local education community, any and all levels.
 - f. Finance – Cancelled/created alternate phone number created alternate mechanisms for accepting payments in advance (e.g., fax capability).
 - g. Historian – Continues to archive presentations.
 - h. Membership – Nothing to report.
 - i. Newsletter/Publicity – Newsletter should be published in March and so she needs first drafts of articles by end of Feb. Agreed to research the rules of engagement for ASQ National’s Twitter account to see if we can tag into it.

- j. Nominating – Yet to resolve the question on the number of folks that you need to nominate somebody for office.
 - k. Programs – Nothing to report.
 - l. Voice of the Customer – See notes above.
 - m. Webmaster – Started implementing the new template and incorporated the photos from last month’s meeting. Planning to buy a secure certificate for our website so we can transmit credit card information securely (https) and allow pre-pay at least 5 days before the mtg. If anyone has any corrections or recommendations please let him know.
 - n. LSS SIG – Not in attendance.
- 5. Items for Next Month’s Mtg – Mailing for Newsletter and Programs Committee’s recommendations on how to attract more members to our events.
 - 6. Unfinished and New Business – None.
 - 7. Adjournment – 6:42 pm

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