



**ASQ SECTION 0511
BOARD MEETING MINUTES
18 MAY 2011**

Location: Amphora Diner, Herndon VA

Attendees: Under separate cover

1. Call to Order – 5:43 PM
2. Reading & Approval of Minutes – Minutes for Feb 2011, Mar 2011, and Apr 2011 were reviewed and approved with corrections to the formatting.
3. Officer Reports/Announcements
 - a. Chair – Not in attendance.
 - b. Chair Elect – We need to better capture data on the preferences of our membership relative to location, topics, etc. and continue looking for additional venues. A few venue options that were identified as being near a Metro, were potentially too pricy for practical use for our purposes. We need to capture and assess empirical data/input from the membership (e.g., Voice of the Customer survey).
 - c. Treasurer – The treasurer officially terminated our verizon account and requested authorization to pay the final bill; the Board authorized payment of this bill. The Treasurer presented the monthly financial update, and the Board approved a motion to accept the Treasurer’s Apr 2011 report.
 - d. Secretary – Nothing to report.
4. Committee Reports/Announcements
 - a. Arrangements – Not in attendance.
 - b. Audit – Confirmed there would be no transition of Treasurer facilitating the annual audit process.
 - c. Examining/Certification – We have exams coming up on June 4th with plenty of proctors lined up. We have close to 50 people signed up for examinations for this cycle.
 - d. Recertification – Not in attendance.
 - e. Education – Continues looking into ways to become integrated with the education community, any level (elementary through college). We have 5 students for the CQA course; the last class for the course is this Saturday.
 - f. Finance – Nothing to report.
 - g. Historian – Not in attendance.
 - h. Membership – We need to do a better job of publicizing National’s membership drives. National is already sending out notices to the membership and we don’t want to be redundant/duplicative. We will include this type of information in the Newsletter, add to the footer of the monthly email notice (Membership Chair will provide the monthly blurb to the Webmaster, and announce during the monthly dinner meetings).
 - i. Newsletter/Publicity – No activity due to lack of input from the Chair. We are preparing to publish in June. Put up a blurb about this month’s dinner meeting on our LinkedIn site.
 - j. Nominating – We nominated the section’s slate of Officers and they have been elected by acclamation of the membership. The Chair Elect will confirm that the Chair has submitted the elected slate to National.
 - k. Programs – We have a talented speaker for this evening’s dinner meeting, but a total count of 18 registered attendees (including Board members). The Board discussed the possibility that the low attendance might have resulted from the fact that the topic was not broadcasted well in advance. For future reference, regardless of the caliber of the speaker, we will identify and

broadcast the topic even if it is a loose, extemporaneous topic. A potential event for another month is a tour of a local vineyard – more of a social event where attendees can learn rather than a learning event where they can socialize. Potential dates are Jun 12th or 25th; the Board agreed to look into this possibility for the 25th to allow sufficient time to plan and broadcast to the membership. If we choose to use this venue for the June monthly dinner meeting, the Board will need to convene at an alternate location and date (see note below under topics for next month's meeting). Another potential event is a visit to an Audi dealership where we would get a discussion on Audi's quality program. We are looking to make the dinner meetings more relevant and engaging. In anticipation of any of these events, the Section website must be available for providing relevant information to the membership.

- l. Voice of the Customer – Briefed a draft survey to the Board. Elements include speaker, topic, and distance to the venue. The Board approved using this version of the survey to capture input from the membership attending this evening's dinner meeting as a test of the survey. The Board members will not complete this survey to ensure the resulting information reflects only the voice of non-board members.
 - m. Webmaster – We have created an auto reply feature for making dinner reservations. Per the Arrangement Chair's request this feature is deactivated after the Monday before the dinner meeting. Also, the website design has stagnated without much change to the formatting. No problems reported.
 - n. LSS SIG – Not in attendance.
5. Items for Next Month's Mtg – Next month's Board mtg will be held on Jun 15th at 6:00 at Jeff Parnes home (3153 Ramesses Ct; Oak Hill, VA 20171; 703.424.2956).
 6. Unfinished and New Business – None.
 7. Adjournment – 6:43 pm

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