



ASQ SECTION 0511
Draft BOARD MEETING MINUTES
16 NOV 2011

Location: Amphora Diner, Herndon VA

Attendees: Under separate cover

1. Call to Order/Statement of Quorum – The Chair confirmed quorum and called to order at 5:36 PM.
2. Reading & Approval of Minutes – Oct minutes were read and approved as written.
3. Treasurer’s Reports/Announcements – The Treasurer presented the monthly financial update, and the Board approved a motion to accept the Treasurer’s Oct 2011 report. The Treasurer reported that the Section receives \$18/person in the month of membership or renewal. No additional monies are received for senior members. The total amount that the Section received for recertifications was approximately \$20 for the year. The Treasurer will check with National on the per person amount.
4. Unfinished Business – (1) The Chair Elect presented information on the installation of the Intuit Merchant Services Quick Payment Process. All meeting reservations that include payments will be redirected to the secure site at Intuit, where the payment will be processed and funds transferred to our merchant account. The Board requested that the website include a clear statement that the user is being redirected from our site to Intuit. (2) The Treasurer reported that our copy of QuickBooks is an out-of-date version that will not work with the credit card application. The Board authorized the Treasurer to spend up to \$300 to purchase a current version of QuickBooks. The Chair Elect will work with the Treasurer to identify the least expensive way to purchase the software that also provides us with a copy of the installation CDs. (3) The Treasurer reported that we have not received the card reader that allows us to swipe credit cards at the point of sale. The Board directed him to request a reader that fits Android phones. (4) We missed our suspense of 1 Oct 2011 for submitting our Section goals. The Chair will develop the goals and submit them. (5) The Board agreed to publicize the position of Treasurer Elect. The Treasurer will develop a position description for the Treasurer Elect which will be posted on the website. (6) The Webmaster will investigate the other websites that pop up on a Google search for “ASQ 0511”. (7) No progress has been made on putting together a Section SOP that identifies required activities and associated roles and responsibilities.
5. New Business – (1) The Examination Chair reported problems with the Manassas campus of Northern Virginia Community College as the site for certification exams. The Board directed her to contact the Annadale campus of NVCC as well as centrally-located high schools and corporate members to find out our options. The Past Chair will send the list of corporate members to the Examination Chair. (2) The Webmaster will publicize the date of the next meeting which will be the second Wednesday of the month, not the usual third Wednesday of the month.
6. Committee Reports/Announcements
 - a. Arrangements – Not in attendance.
 - b. Audit – Requested that members of the Audit Committee attend the training that is given to the Treasurer Elect once that position is filled.
 - c. Examining/Certification – October exams were held on October 1. December exams will be December 3. Approximately 50 people are signed up for exams.
 - d. Recertification – A few people submitted recertification packages last month. The Recertification Chair expects many more packages next month. The Board suggested possibly rewording the step-by-step instructions found on the website.
 - e. Education – (1) Two people have registered for the next CQA course. (2) The current payment method does not allow the Treasurer to identify whether the students have paid for the course, the course and text, or the course, text, and CD. The Chair Elect will develop an

itemized listing on the Intuit payment page. (3) The Education Chair asked what would be necessary for our classes to be certified as CEUs as well as RUs. The Chair will contact National about current requirements.

- f. Finance – Moved the credit card account to Intuit.
 - g. Historian –The ASQ Headquarters processing of a Member Leader Excellence Award takes approximately one month from the receipt of the nomination to the receipt of the award. The Historian was named as the Awards Chair. The Past Chair agreed to work with the Historian to develop the section’s award program.
 - h. Membership – November is World Quality Month. The section has approximately 740 members. The unpaid list is a list of members who have neither renewed their membership nor transferred to another section. The Membership Chair will develop a way to call people and ask why they have not renewed. This will help the section develop reasons why people need to remain members.
 - i. Newsletter/Publicity – Material for the current newsletter is due by November 25.
 - j. Nominating – Nothing to report.
 - k. Programs – Not in attendance.
 - l. Voice of the Customer – The survey forms will be handed out to tonight’s attendees.
 - m. Webmaster – Not in attendance.
 - n. LSS SIG – Not in attendance.
- 7. Items for Next Month’s Mtg – None.
 - 8. Adjournment – 6:36 pm

(Minutes prepared by: Kathleen Eaves, Section 0511 Certification Chair)