



**ASQ SECTION 0511
DRAFT BOARD MEETING MINUTES
18 JAN 2012**

Location: Jeff Parnes' Home

Attendees: Under separate cover

1. Call to Order/Statement of Quorum – The Chair confirmed quorum and called to order at 6:30 PM.
2. Reading & Approval of Minutes – Dec 2011 minutes were read and approved as written.
3. Officer Reports/Announcements –
 - a. Chair: The Section Chair (Larry Wilkins) resigned due to health reasons and the Chair Elect (Jeff Parnes) has temporarily filled this position. The Board approved a motion for the Chair Elect to take on the role of Chair, officially. He will serve out the remainder of the current term plus the upcoming term. The Board determined that we would recruit for a Vice Chair for the remainder of this term who would become Chair Elect in the coming term.
 - b. Chair Elect: see above
 - c. Treasurer: The Board approved the Treasurer's Report for Dec 2011. The Board approved a motion to create a readjustment entry into the Section QuickBooks to correct an \$80 discrepancy that has been documented in the latest annual financial audit and carried over for more than a year. The Board discussed a policy for how to handle members who pay for the monthly dinners via PayPal but don't attend the meeting and decided that the Section would refund the member's money in this case.
 - d. Secretary: Nothing to report.
4. Old Business – None.
5. New Business – The Board passed a motion to authorize Jeff Parnes to spend up to \$3,000 of the Section's funds to attend the ASQ World Conference in his role as Chair Elect.
6. Committee Reports/Announcements:
 - a. Arrangements – Not in attendance.
 - b. Audit – Solicited Hillary and Christine to help with mid-year audit. Will set up a time to get together and look at the books.
 - c. Examining/Certification – Not in attendance.
 - d. Recertification – Had 13 recertifications in December 2011.
 - e. Education – Gregg Monaco volunteered to fill in for Larry. Paul will help bring him up to speed.
 - f. Finance – Started to use Intuit to handle credit cards and for swiping cards at dinner meetings. We canceled this account because of too many superfluous surcharges (including on months when no one used it to register). Using PayPal seems satisfactory in this respect (only hit us with a per use fee). We have received 11 payments on the web using PayPal without any issues.
 - g. Historian – Still working on the awards program to recognize our members for years of service. Volunteered to take a look at the Greenbelt class that Sion Weaver is putting on and found the materials to be more of promotional information and not anything on the actual course material. This issue was referred to the new Education Chair.
 - h. Lean Sig Sigma – Not in attendance.
 - i. Membership – Entire membership is about 70,000 ASQ-wide. Section 0511 has 695 members, which is low by historical standards. We have 120 unpaid members, 10 new members, 355 Full Members, 308 Senior Members, and 1 Fellow. It is time to plan a membership event; need to generate interest in joining ASQ. Would like to plan something

for May/June timeframe. Membership Chair and several other Board Members agreed to get together offline to brainstorm: Programs, Recertification, Voice of Customer, Auditing, and Education. This group will report back at the next Board meeting.

- j. Newsletter/Publicity – We are light on content for the upcoming issue. The Board discussed a few potential articles. The Programs Chair offered to take photos at the upcoming event at the Lost Rhino Brewing Company and provide a short article with it. Nominating Chair agreed to send in an article about the upcoming nominations. These are due by this weekend.
 - k. Nominating – Looking for individuals who might be interested in serving on the Board. Will be nominating folks for Chair Elect, Treasurer Elect, and Secretary with nominations due the first week of February.
 - l. Placements – We received a notice for a temporary job in Hawaii (Senior QAM) and the pdf has been posted on our site.
 - m. Programs – Have plans ready for the 24th at the Lost Rhino and we have Gloria Parker scheduled for the Feb meeting (normal time, normal place). We need to start changing up the venue to attract more participation. There's the possibility of visiting a distillery and/or waste water treatment plant sometime this summer.
 - n. Section Management Plan – Secretary agreed to research this requirement and lead the effort to comply.
 - o. Voice of the Customer – Nothing to report.
 - p. Webmaster – Looking for assistance.
7. Items for Next Month's Mtg – None.
8. Adjournment – 7:57 pm

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