Northern Virginia
Section 0511
ASQ

ASQ SECTION 0511
BOARD MEETING MINUTES
15 FEB 2012

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 5:45 PM.
2. Reading & Approval of Minutes – Jan 2012 minutes were read and approved as written.
3. Officer Reports/Announcements –
    a. Chair: Stated that we would be observing a moment of silence at the beginning of our dinner meeting in memory of Section Chair Larry Wilkins who passed away on February 4, 2012. Larry's family asked that we donate money to the American Cancer Society instead of collecting funds from the ASQ membership that would be given to the family.
    b. Chair Elect: Vacant position
    c. Treasurer: The Board approved a motion to accept the Treasurer's report for Jan 2012. Current balance is $26,033.27. The annual report was completed and forwarded to National.
    d. Secretary: Not in attendance.
    e. Old Business
        i. Awards Program – Working with Membership Chair to develop the Awards Program
        ii. Special Membership function – Membership committee will schedule a meeting to develop a report that will be sent to the Section Chair and presented at next month's meeting.
        iii. Section Management Plan – Rick Wells volunteered to check with National to see if they have a copy of the Section Management Plan on file.
4. New Business – None.
5. Committee Reports/Announcements:
    a. Arrangements – Not in attendance.
    b. Audit – Received records from Treasurer, Mike Coleman, made corrections and turned in report to National.
    c. Examining/Recertification – Attended audit writing workshop and will present information at next month's meeting.
    d. Education – Gregg Monaco was not in attendance.
    e. Certification – Not in attendance.
    f. Finance – Will attempt to use Intuit charge card process at tonight's meeting. Successfully refunded money to a person that paid, but did not attend the meeting for which they paid.
    g. Historian – Continuing to develop a membership awards program with the assistance of the Membership Chair.
    h. Lean Six Sigma SIG Chair - Not in attendance.
    i. Membership – Section treasury maintains a positive cash flow despite membership reduction.
    j. Newsletter/Publicity – The next edition of the Newsletter is finished and ready for publication. No articles were received from Education and Examining. The editor suggested whenever committee chairs have done something noteworthy, send this information to her and she will select what to publish in the newsletter. The editor suggested trying this method since the deadline method did not work. The Section should not be publicizing private company's training classes in the newsletter. Classes must be offered by ASQ to be publicized in the newsletter.

k. Nominating – A form that can be obtained from National is required from an individual that would like to be nominated for a Section position, but was not nominated by the nominating committee.
l. Placements – Nothing to report.
m.   Programs – Bob Zimman will be the speaker for next month's meeting. Lining up speakers for April and May meetings.
n. Section Management Plan – See old business section 4c above.
o. Voice of the Customer – Arnold Pachtman analyzed survey data and presented solutions that addressed location to attract greater membership. Bill Eastham volunteered to get Booz Allen Hamilton to sponsor a Section event in three to four months. Arnold suggested using the LinkedIn page to get suggestions from the membership of alternate meeting locations and to organize a committee to work on the meeting attendance solution. A new version of the survey was planned to be distributed at tonight's meeting.
p. Webmaster/Electronic Media – Webmaster Jeff Parnes is working with Gene Allen. All information submitted to the site at the webmaster12@asq0511.org alias is received by both Jeff and Gene.

6. Items for Next Month's Mtg – None.
7. Adjournment – 6:31 pm

(Minutes prepared by: Rick Wells, Section 0511 Secretary Pro Tem)