



**ASQ SECTION 0511  
BOARD MEETING MINUTES  
Draft 21 MAR 2012**

Location: Amphora

Attendees: Under separate cover

1. Call to Order/Statement of Quorum – The Chair confirmed quorum and called to order at 5:40 PM.
2. Reading & Approval of Minutes – Feb 2012 minutes were read and approved as written.
3. Officer Reports/Announcements –
  - a. Chair: Met with Region 5 Director (Eric Whitley), who said we were one of the more organized sections: membership is strong, we host regular membership meetings, our books are in order (and we use QuickBooks), etc. Also, talked about possibly having an ASQ National bank account where each section would have their funds under this joint account. Attended funeral of Larry Wilkins on behalf of the Section. No money from the Section Treasury was used for the donation to American Cancer Society on behalf of Larry Wilkins, instead several Board and Section members made personal donations.
  - b. Chair Elect: Vacant position
  - c. Treasurer: The Board approved a motion to accept the Treasurer's report for Feb 2012. Total liabilities & Equity equal \$25,016.37.
  - d. Secretary: Nothing to report.
  - e. Old Business
    - i. Awards Program (Historian and Membership Chair) – nothing to report; will continue working on this program
    - ii. Section Management Plan (Historian) – National has no record of one for the past 5 years. Recertification Chair (Bob Zimman) agreed to research (see below under SMP).
    - iii. Booz Allen Hamilton-sponsored event (Membership Chair) – no action as of yet
    - iv. Nominations for Treasurer and Chair elect (Nominations Chair) – Chair will ask again for volunteers at this evening's dinner meeting.
4. New Business – None.
5. Committee Reports/Announcements:
  - a. Arrangements – Nothing to report. The Board revisited options for looking at other venues and locations for monthly membership meetings. Consideration was given to the fact that many of the members live/work in the Alexandria/Arlington corridor. The Board also discussed the potential need to consider places that may be more expensive than the current location in Herndon, either by subsidizing the extra cost from the Section treasury or by asking the membership to pay more. The Board members will look for locations where we can have a dinner mtg for no more than \$40/head and send their input to the Arrangements Chair who will compile this information and present to the Board. The Membership Chair will send the breakout of membership locations to the Secretary.
  - b. Audit – Nothing to report.
  - c. Examining/Certification – Not in attendance. Submitted report is incorporated by reference.
  - d. Recertification – Has a few recertification packages in review. Has been accepting pdf packages in lieu of hardcopy package. The Board discussed the logistics of potentially automating this process in some way, using an online form.

- e. Education – Six Sigma Green Belt ASQ Certification exam preparation class will be taught by member Sion Weaver. We are actively seeking members who would like to conduct training sessions for any of the ASQ certification exams.
  - f. Finance – Nothing to report.
  - g. Historian – Not in attendance. Submitted report: Contacted National to obtain copy of past SMP but National was not able to find one since 2008 when they started retaining electronic files.
  - h. Lean Sig Sigma – Not in attendance. Sion Weaver volunteered to co-Chair or Chair this Committee.
  - i. Membership – Entire membership is about 70,000 ASQ-wide. Section 0511 has 778 members. We have 90 unpaid members, X new members, 382 Full Members, 319 Senior Members, 2 Fellows, and 35 Student Members.
  - j. Newsletter/Publicity – Next issue due in April; submissions are due April 10<sup>th</sup>.
  - k. Nominating – In need of candidates for Chair-Elect.
  - l. Placements – Had a couple of resume posting requests and a few job openings. Sion also volunteered to serve as Placements Chair.
  - m. Programs – Not in attendance.
  - n. Section Management Plan – Recertification Chair will search historical records for the last SMP submitted by the Section and send to the Secretary for updating and developing a strawman for review/final updating by the Chair.
  - o. Voice of the Customer – Sent VOC summary report to the Board. The Board discussed several aspects of the results and potential ideas for events.
  - p. Webmaster/Electronic Media – Members have been using PayPal successfully. Webmaster's notifications to Programs and VOC should include "ASQ" and the person's name.
6. Items for Next Month's Mtg – None.
7. Adjournment – 6:40 pm

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