



**ASQ SECTION 0511
BOARD MEETING MINUTES
18 APR 2012**

Location: Amphora, Vienna

Attendees: Under separate cover

1. Call to Order/Statement of Quorum – The Chair confirmed quorum and called to order at 5:30 PM.
2. Reading & Approval of Minutes – Mar 2012 minutes were read and approved as written.
3. Officer Reports/Announcements –
 - a. Chair: Introduced the newly appointed Vice Chair/Chair Elect pro tem (Melissa Butler).
 - b. Chair Elect: Vacant position.
 - c. Treasurer: Not in attendance, but submitted report in advance. The Board approved a motion to accept the Treasurer's report for Mar 2012.
 - d. Secretary: Quality Management Process – The Secretary briefed the Board on the results of the 2010-2011 Loyalty & Satisfaction Survey as well as the requirements for the Section QMP (formerly SMP). Section 0511's scores on this survey were at or above the average for all sections. The board discussed the criteria for Level 1 & Level 2 recognition and brainstormed some potential objectives, activities, measures, and goals for incorporation into the QMP. These included: training, provide 3 certification training course during the year, increase training courses by 50%, resources in industry specific fields, increase the involvement of membership in Section leadership, research membership list to determine prevalent fields of interest, ensure our training program is effective, get a speaker to talk about auditing and forensics auditing, tie our presentations to auditing, presentation on relevant training available in this geographic area, want to get new members in and reactivate existing members, have speaker schedule at least 3 months in advance, seek opportunities to host joint mtgs with other professional organizations. The Secretary will take this input and begin developing the QMP. Will present to the Board each subsequent mtg for review and input until complete.
4. Old Business
 - a. Awards Program – Historian and Membership Chair. Noting to report.
 - b. Special Membership function – Membership committee. Planning one event within the next 4 or 5 months.
 - c. Nominations for Treasurer and Chair elect – Nominations Chair. We have candidates and will present nominations this evening.
 - d. Automating Recertification process in some way– Recertification Chair. Will continue working this and provide a straw man model for presentation at next month's Board meeting. The idea is to provide a method for members to fill something out on our website to facilitate the process for the members.
 - e. Newsletter – Newsletter/Publicity Chair. Next issue due in April; submissions are past due. Will not get to Newsletter activity until mid-May. Articles are requested
5. New Business
 - a. Section Operating / Governance Year. National is asking Sections to keep their officers in place for an extended term in order to facilitate the transition to a Jan to Dec fiscal year construct. We can do this either for Jan 2013 or Jan 2014. The Board approved a motion to move to a Jan – Dec fiscal year. The Board also approved a motion to make the transition period be July 2012 – Dec 2013.

- b. Process for reserving next month's facilities – Arrangements Chair. Not in attendance. The Board agreed to make the Vice Chair responsible for calling up and reserving the room for the monthly Board/membership dinner mtg.
6. Committee Reports/Announcements:
- a. Arrangements – Marie Rondot. Not in attendance.
 - b. Audit – Paul Mills. Nothing to report as Audit Chair. Have 2 students for CQA and third pending.
 - c. Education – Gregg Monaco. Looking at putting on Green Belt training. Board discussed requests for education (e.g., CQSE). Will provide input to QMP on types of training we should consider offering and potentially alternate venues and information on other training that may be available (perhaps on our webpage).
 - d. Examining/Certification – Kathleen Eaves. Not in attendance.
 - e. Finance – Jeff Parnes. Members are using the website to pay for the dinner meetings. Made changes to the site so that members cannot pay via the website after midnight the Sunday before the meeting.
 - f. Historian – Rick Wells. Nothing to report.
 - g. Lean Six Sigma SIG Chair – Norma Myers/Sion Weaver. Looking at providing seminars in math and statistics (applicable to multiple certifications and disciplines). Looking at putting on more Six-Sigma SIG activities. Will draft an advertisement for mentoring and support in statistics to post on website and Newsletter.
 - h. Membership – Bill Eastham. We currently have 789 total members: 393 full, 319 senior, 36 students, 2 fellows, and 27 associates. We have 693 in VA, 42 in MD, 12 in DC, and 7 in FL, 5 WV, and other assorted states and overseas. CQA, CQE, CQM, CQSE, and Six Sigma Green Belt are the most common certifications.
 - i. Newsletter/Publicity – Christine Kurowski. Not in attendance. Articles need to be submitted in time for mid May publication.
 - j. Nominating – Bill Eastham. See note 4(c) above.
 - k. Placements – Sion Weaver. Nothing to report.
 - l. Programs – John Mullins. Not in attendance. If we don't have a speaker for May, we should use that mtg for our annual networking event. The Board agreed to have the May mtg at the Herndon Amphora. The Vice Chair will make this reservation.
 - m. Recertification – Robert Zimman. Nothing to report.
 - n. Quality Management Process – Yvonne Fernandez. See note 3(d) above.
 - o. Voice of the Customer – Bob Orkin/Arnold Pachtman. Need to contact members who do not attend to get their input. Arnold's VOC Report is incorporated by reference.
 - p. Webmaster/Electronic Media – Jeff Parnes. Discussed some of the issues with maintaining an active and current email list.
7. Adjournment – 6:39 pm

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