



**ASQ SECTION 0511
DRAFT BOARD MEETING MINUTES
16 MAY 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 – Apr 2012 minutes were read and approved as written.
3. Officer Reports/Announcements –
 - a. Chair (Jeff Parnes): Last month the Board voted in agreement with a proposition that the incoming term be for 18 months in order to transition into a calendar year cycle (i.e., fiscal year to coincide with calendar year). We now await the final determination from National on this topic.
 - b. Chair Elect (Melissa Butler): Nothing to report.
 - c. Treasurer (Mike Coleman): The Board approved a motion to accept the Treasurer's report for Apr 2012.
 - d. Secretary (Yvonne Fernandez): The Secretary handed out templates for Business Plan and Budget and requested input for both, and will provide softcopy to Webmaster to post on our site. She will accept input from the Board and begin developing the Business Plan. She will present to the Board each subsequent mtg for review and input until complete.
4. Old Business
 - a. Quality Management Process – Secretary. Addressed above. The Certification Chair (Bob Zimman) and Voice of the Customer Co-chair (Arnold Pachtman) will work with the Education Chair (Gregg Monaco) to develop a survey for the membership to identify needed training. The Chair agreed to develop a Google calendar and send it out to the Board members to populate and maintain with activities that are required on an annual basis.
 - b. Awards Program – Membership (Bill Eastham) and Historian (Rick Wells). The Board discussed a few potential awards that can be given out annually, all of which require Board approval. Examples include recognition for outgoing Chair and Committee Chairs with exceptional performance.
 - c. Special Membership function – Membership. There are 3 – 4 places where we can hold this event: Amphora-Herndon, Hilton-Ballston, or a local Marriott hotel. It may possibly also be hosted by a company. This networking event is being planned for July with the intent to introduce the new Board members and entice members who may not regularly attend our monthly dinner meetings. The Board approved a motion to authorize the Membership Chair to spend up to \$5,000 to hold this event. The Board also discussed the pros and cons of a variety of locations and the potential constraints (e.g., Metro accessible?). The Membership Chair will provide three concrete choices and email the Board with the details of each so the Board can make a choice. The Board agreed that the event should begin at 6 and run for 3 hours.
 - d. Automating Recertification process– Recertification Chair (Bob Zimman). Still working this, a concern can be the requirement for a signature.
 - e. Newsletter – Newsletter/Publicity Chair (Christine Kurowski). Next issue submission are due May 21.
5. New Business

- a. Responding to speaker offers – The Chair received a couple of emails from someone who has volunteered to be a speaker but had not heard back from anyone on the Board. The Chair will contact the Programs Chair (John Mullins) and request he respond to this person.
 - b. Joint meeting with International Council for Systems Engineering, Wash Metro Area – The Board agreed to pursue a joint meeting with this organization. The Chair will investigate any associated requirements from National.
 - c. Instructor validation – postponed until next month.
 - d. Organizational matters – Past Chair (Bill Eastham). We need for everyone on the Board to be familiar with the procedures that have been established by National, this is primarily focused on the roles and responsibilities of each function and voting rights for Committee members. The Chair will post these on the section site
6. Committee Reports/Announcements:
- a. Arrangements – Marie Rondot. Not in attendance.
 - b. Audit – Paul Mills. Nothing to report as Audit Chair.
 - c. Education – Gregg Monaco. Not in attendance.
 - d. Examining/Certification – Kathleen Eaves. Exams coming up June 2 and we have 53 people signed up. We have enough proctors.
 - e. Finance – Jeff Parnes. Process for accessing payments on the website is working.
 - f. Historian – Rick Wells. Nothing to report.
 - g. Lean Six Sigma SIG Chair – Norma Myers/Sion Weaver. Owes a draft for topics on seminars and courses. Will contact ASQ 0509 to determine if there are still looking to host joint events.
 - h. Membership – Bill Eastham. We currently have 776 total members: 386 full, 311 senior, 36 students, 3 fellows, and 28 associates.
 - i. Newsletter/Publicity – Christine Kurowski. Articles need to be submitted in time for mid May publication.
 - j. Nominating – Bill Eastham. Nothing.
 - k. Placements – Sion Weaver. Nothing to report.
 - l. Programs – John Mullins. Not in attendance.
 - m. Recertification – Robert Zimman. Nothing to report.
 - n. Quality Management Plan – Yvonne Fernandez. See note 3(d) above.
 - o. Voice of the Customer – Bob Orkin/Arnold Pachtman. Need help with the data reduction; will include a notice in the Newsletter. Alternate venue in Vienna allowed us to reach a different group. Every comment about how to increase attendance said something about getting closer to the beltway. Members want some sort of networking event but the one event we had resulting in the worst scores so we need to figure out a better way to provide networking opportunities. The Board passed a motion to hold the June meeting in Vienna, subject to the availability of the restaurant.
 - p. Webmaster/Electronic Media – Jeff Parnes. Discussed some of the issues with maintaining an active and current email list.
7. Adjournment – 6:37 pm

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