



**ASQ SECTION 0511
BOARD MEETING MINUTES
19 SEP 2012**

Location: Amphora, Vienna

Attendees: Under separate cover

1. Call to Order/Statement of Quorum–The Chair confirmed quorum and called to order at 5:37 PM.
2. Reading & Approval of Minutes–Aug 2012 minutes were read and approved as written.
3. Officer Reports/Announcements–
 - a. Chair (Jeff Parnes): We reserved the Amphora Herndon facility for tonight, the Amphora Vienna for October, and then back to the Herndon Amphora in November. For each dinner plus dessert, the Herndon Amphora charges us \$28.95 + tax + 20% service charge without a room charge. That works out to about \$36.19 per meal for which we charge \$25. There was a discussion about the possible need to raise the unit cost to the members.
 - b. Chair Elect (Melissa Butler): Section Facebook and Twitter are up and running. Will announce again to the membership during the dinner meeting.
 - c. Treasurer (Roberta Pek): The Board approved a motion to accept the Treasurer’s report for Aug 2012. If doing expenses with the credit card need to fill out the form. There are a couple of charges on the credit card bill for which she lacks documentation. Will include these in addendum to the minutes with request for documentation. Outstanding items from the financial audit will be resolved and closed.
 - d. Secretary (Yvonne Fernandez): Nothing to report. Will work with Chair Elect on Quality Management Plan.
4. Prior Action Items/Old Business
 - a. Quality Management Plan–Secretary will coordinate with Chair Elect to resurrect.
 - b. Automating Recertification Process–Recertification Chair recommends that this be tabled, more work than it is worth. Will remove from further discussion.
 - c. Newsletter–Newsletter/Publicity Chair led a discussion of ways to make the Newsletter more helpful to the membership (e.g., posting resumes)
5. New Business
 - a. No new business
6. Committee Reports/Announcements:
 - a. Arrangements–Marie Rondot. The Board discussed the need to decide what the Section wants to do for December. Arrangements Chair and Membership Chair will review existing attendance data to see if there is an obvious option in terms of venue (Vienna vs. Hendon).
 - b. Audit–Paul Mills. Not in attendance.
 - c. Education–Gregg Monaco. Not in attendance. Fall training for CQA is planned.
 - d. Examining/Certification–Kathleen Eaves. Report provided separately.
 - e. Finance–Jeff Parnes. The Board members will sign the bank credit card signatory card.
 - f. Historian–Rick Wells. Not in attendance.
 - g. Lean Six Sigma SIG Chair–Sion Weaver There has been very little interest in seminars or mentoring. However, there are two groups that we might draw interest from. The Lean Six Sigma Special Interest Group from 509 and the Federal Improvement Team have people enthusiastic about quality and process improvement
 - h. Membership–Bill Eastham. Report sent out separately. Lowest numbers in a long time. Sent out email reminders to unpaid members. We have three Fellows, the group discussed

the potential for a newsletter article on the merits of these Fellows (what they have done to be recognized as Fellows).

- i. Newsletter/Publicity–Christine Kurowski. Will investigate process for posting Section information on the National website.
 - j. Nominating–Bill Eastham. Nothing to report.
 - k. Placements–Sion Weaver. There are several jobs on the Section site. These are removed after 2 months.
 - l. Programs–John Mullins. We have a speaker for next month, still looking for November. Looking into another vineyard tour/get together/social networking event.
 - m. Recertification–Robert Zimman. Nothing to report.
 - n. Quality Management Plan–Yvonne Fernandez. See item 3d above.
 - o. Voice of the Customer–Bob Orkin. Not in attendance.
 - p. Webmaster/Electronic Media–Jeff Parnes. Revised the homepage to lower the refresh rate. Continues to send out email announcements on section events. The Chair Elect volunteered to Tweet about the monthly events.
7. Adjournment–6:25 pm

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