



ASQ SECTION 0511
BOARD MEETING MINUTES
14 NOV 2012

Location: Mon Ami Gabi, Reston

Attendees: Under separate cover

1. Call to Order/Statement of Quorum – The Chair confirmed quorum and called to order at 5:36 PM.
2. Reading & Approval of Minutes – Oct 2012 minutes were read and approved as amended.
3. Officer Reports/Announcements –
 - a. Chair (Jeff Parnes): Not in attendance, provided written input as follows: next Board strategy mtg is scheduled for Dec 15th and the dinner mtg is on Dec 19th
 - b. Chair Elect (Melissa Butler): Took another look at the QMP and the survey results from prior mtg, and determined that the Dec 15th discussion could be applied to the QMP. Provided suggested suction objectives around meetings/arrangements, training/certification, and communication/membership, and tentatively assigned people to each.
 - c. Treasurer (Roberta Pek): The Treasurer's report was discussed, and the Board approved a motion to accept the Treasurer's report for Oct 2012.
 - d. Secretary (Yvonne Fernandez): Nothing to report.
4. Prior Action Items/Old Business
 - a. Quality Management Plan – see note 3b above
 - b. Asked for average number of paid attendees at dinner mtgs – The requested information is not yet available. The Board discussed the need to better advertise membership events. The Board also discussed the issue of subsidizing the cost of dinners for attending members along the lines of about \$10/each.
 - c. Additional topics for the Dec 15th mtg – The Board agreed to table these discussions to Dec 15th.
5. New Business
 - a. No new business
6. Committee Reports/Announcements:
 - a. Arrangements – Marie Rondot. Not in attendance. Amphora is reserved for Dec 19th.
 - b. Audit – Paul Mills. Received responses from Mike to questions from the audit committee and is reviewing them before sending to the section audit committee.
 - c. Education – Gregg Monaco. Deferred all discussions to the Dec 15th mtg.
 - d. Examining/Certification – Kathleen Eaves. Not in attendance, but submitted suggestion on alternate venue (CSC Chantilly) for the next series of certification exams (March 2013).
 - e. Finance – Jeff Parnes. Not in attendance. Treasurer still does not have access to the Section's PayPal website or account but there is Section money in that account that needs to be recognized/absorbed into the Section funds.
 - f. Historian – Rick Wells. Nothing to report.
 - g. Lean Six Sigma SIG Chair – Norma Myers/Sion Weaver. Section 509 SIG mtg was pretty good. Mtg was probably under \$100 (office bldg. venue with pizza dinner). Synergy between the sections is pretty good.
 - h. Membership – Bill Eastham. There are 730 paid members. As we move forward, anywhere in NoVa after 3:30/4:00 it is very difficult to get around due to traffic. The Board considered alternatives to dinner meeting (e.g., breakfast mtg). A large member group is in Arlington.
 - i. Newsletter/Publicity – Christine Kurowski. Not in attendance, but sent in notes about ways to improve our use of Twitter.

- j. Nominating – Bill Eastham. Nothing to report, as we get closer to the cycle we should be talking to folks about Chair Elect position and Committee support.
 - k. Placements – Sion Weaver. We announced two quality engineer positions.
 - l. Programs – John Mullins. Not in attendance, but sent in note that there was a speaker on Quality Journey for Jan 2013.
 - m. Recertification – Robert Zimman. Nothing to report.
 - n. Quality Management Plan – Yvonne Fernandez/Melissa Butler. See note 3b above.
 - o. Voice of the Customer – Bob Orkin. Nothing to report.
 - p. Volunteer Opportunities – The Board agreed not to post or publicize this item.
 - q. Webmaster/Electronic Media – Jeff Parnes. Not in attendance, but sent in a note
7. Adjournment – 6:29 pm

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