



**ASQ SECTION 0511  
BOARD MEETING MINUTES  
16 JAN 2013**

Location: Amphora, Vienna

Attendees: Under separate cover

1. Call to Order/Statement of Quorum – The Chair Elect confirmed quorum and called to order at 5:38 PM.
2. Reading & Approval of Minutes – Dec 2012 minutes were read and approved as written.
3. Officer Reports/Announcements –
  - a. Chair (Jeff Parnes): Arrived late. Said Chair Elect should continue to run the meeting.
  - b. Chair Elect (Melissa Butler): Reading and approval of minutes for Dec 2012. Bob Zimman said that paragraph 6l and 6m should be deleted. Bill Eastham made a comment that he thought we had said we were going to capture action items. Minutes as revised were approved.
  - c. Treasurer (Roberta Pek): The Board approved a motion to accept the Treasurer's report for Dec 2012. Roberta explained that all of the credit cards on our account were not being looked at as members of the section account. The cards that are not looked at as being included are those held by Jeff Parnes and Bill Eastham. It was suggested that when those cards expire that the existing cards be replaced by cards from the section.
  - d. Secretary (Yvonne Fernandez): Not Present
4. Prior Action Items/Old Business
  - a. Quality Management Plan – The Chair Elect, Mellissa Butler, presented the Quality Management Plan (QMP). Bob Zimman made a motion to accept the QMP. The motion was seconded by Bill Eastham. The motion was voted on and passed.
  - b. Automating Recertification Process – Removed 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. The treasurer, Robera Pek, made a motion that board member pay for their dinners each month. The chair, Jeff Parnes, amend the motion to state that board members should pay \$15.00 for each dinner. Bill Eastham explained the rationale for board members having their dinners paid for by the section. He said that board members often have to spend a lot of time on section business and are uncompensated. He also said it was thought that board attendance would improve if their dinners were covered by the section. A vote was taken on the modified motion. The vote was four to four. The motion failed.
  - b. The Chair, Jeff Parnes explain the advantages of moving our section meeting from the third week to the second week of the month. Bob Zimman, made a motion that beginning in July 2013 that the section meeting would be held on the second Wednesday in lieu of the third Wednesday. Jeff Parnes seconded the motion. The motion was voted on and passed.
  - c. The Chair, Jeff Parnes, explained that the Education Chair, Gregg Monaco, had done extensive work on an annual calendar for the section. Jeff discussed the options for putting the calendar on the website. These effort will continue.
  - d. The Chair, Jeff Parnes, discussed his discussions with the existing Software SIG which currently sponsored by American Society for Quality (ASQ) — Washington, DC & Maryland Metro Section (509), Software Special Interest Group (SSIG) and the IEEE Computer Society — Washington, DC & Northern Virginia Chapters. Jeff though that as the main SIG meeting

was held in Northern Virginia (Tysons Corner) we ought be involved in its support and participation. After some discussion, Jeff made a motion that we provide this support. Mike Coleman seconded the motion. The motion passed. There will be a memorandum of agreement (MOA) between the section and the SIG.

6. Committee Reports/Announcements:
  - a. Arrangements – Marie Rondot. Not in attendance.
  - b. Audit – Paul Mills. The audit committee has been in touch with the Treasurer and a planning to meet to review the annual section financial statement.
  - c. Education – Gregg Monaco. Not in attendance. Worked on section calendar.
  - d. Examining/Certification – Kathleen Eaves. Report provided under separate cover.
  - e. Finance – Mike Coleman. Signature cards were presented to BB&T.
  - f. Historian – Rick Wells. Nothing to report.
  - g. Lean Six Sigma SIG Chair –Sion Weaver. Very little interest in seminars or mentoring. Norma Myers the past co-committee chair is no longer in the DC area and will no longer be participating.
  - h. Membership – Bill Eastham. 738 paid members. Many report that company will no longer pay membership dues.
  - i. Newsletter/Publicity – Christine Kurowski. Updating Linked-In site for meetings.
  - j. Nominating – Bill Eastham. Explained the nominations from the committee do not need signatures.
  - k. Placements – Sion Weaver. There are three new positions posted.
  - l. Programs – John Mullins. Speaker for February is Kathy Eaves. She will be comparing CQM and PMP. Speaker for March is Sion Weaver.
  - m. Recertification – Robert Zimman. Eighteen people recertified in December. Forty-seven people recertified in 2012.
  - n. Quality Management Plan – See 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: Mike Coleman, Section 0511 Finance)