Northern Virginia
Section 0511
ASQ

ASQ SECTION 0511
BOARD MEETING MINUTES
20 FEB 2013

Location: Amphora Diner, Herndon
Attendees: Under separate cover

1. Call to Order/Statement of Quorum – Despite not having a quorum, the Secretary called to order at 5:42 PM. The Chair arrived at 5:45 and the Board continued to convene with a quorum.
2. Reading & Approval of Minutes – The Board approved the Jan 2013 Board minutes as written.
3. Officer Reports/Announcements –
    a. Chair (Jeff Parnes): The audited financial report was sent and receipt was acknowledged by National.
    b. Chair Elect (Melissa Butler): Not in attendance.
    c. Treasurer (Roberta Pek): Not in attendance but sent the report in advance. The Board approved a motion to accept the Treasurer's report for Jan 2013.
    d. Secretary (Yvonne Fernandez): Nothing to report.
4. Prior Action Items/Old Business
    a. We have a quarterly visioning mtg on 16 March, and need to submit topic to Jeff. The Board members in attendance recommend the addition of the following topic: follow up on audit committee report observations and recommendations.
    b. Paul Mills – nothing yet scheduled for the next CQA training class.
    c. Chair submitted to Section 0509 SW SIG Chair a draft MOA to enable us to cosponsor the Software SIG, has not heard back.
5. New Business
    a. Paul Mills was contacted by a member who would like to find organizations that would allow him to do ISO 9001 quarterly management system audits at no cost so that he can re-certify as at an ISO 9001 Lead Auditor.
6. Committee Reports/Announcements:
    a. Arrangements – Marie Rondot. Not in attendance. Board discussed several options for location for March mtg.
    b. Audit – Paul Mills. The Audit Committee completed its review of the accounting records from 2012. The Board discussed some of the recommendations in the audit report, e.g., need for standard operating procedures to facilitate passing role from person to person while retaining consistency of process.
    c. Education – Gregg Monaco. Not in attendance.
    d. Examining/Certification – Kathleen Eaves. Starting 2 March, CSC Chantilly office will permit us to do the quarterly ASQ certification examinations at their facilities, which saves the Section about $3-4K/year. Will review the Section website to ensure the correct location is listed. Section 0509 is doing a class for Certified Quality Manager with only 3 enrollees.
    e. Finance – Mike Coleman. Not all the credit cards were visible through the corporate account. The Chair contacted the bank and corrected this situation.
    f. Historian – Rick Wells. Not in attendance.
    g. Lean Six Sigma SIG Chair – Sion Weaver. Not in attendance
    h. Membership – Bill Eastham. We have 747 paid members and the unpaid list is down to 95 (was 120 until recently). Contacted several places (hotels and restaurants) for the 30th anniversary celebration and got cost and facility information. The Board discussed other potential venues (e.g., schools). Need to decide on the location, day of the week/weekend,

    and time. The Board will discuss this in detail next month at the visioning mtg. Bill will send out the details of what needs to be discussed.

    i. Newsletter/Publicity – Christine Kurowski. Not in attendance.

    j. Nominating – Bill Eastham. Discussing with a member the possibility of running for Chair Elect. This is Roberta's second term as Treasurer and we need to identify her successor. The election is in April so nominees need to be announced by the March Board meeting.

    k. Placements – Sion Weaver. Not in attendance.

    l. Programs – John Mullins. Not in attendance. Speaker for March is Sion Weaver.   Need speakers from April forward.

    m. Recertification – Robert Zimman.   None last month.

    n. Quality Management Plan – Melissa Butler. Not in attendance.

    o. Voice of the Customer – Bob Orkin. Nothing to report.

    p. Webmaster/Electronic Media – Jeff Parnes.   A member reported an issue when logging onto the online RSVP form. Jeff will investigate and resolve.

7. Adjournment – 6:19 pm

(Minutes prepared by: Yvonne, Section 0511 Secretary)