



**ASQ SECTION 0511
BOARD MEETING MINUTES
20 MAR 2013**

Location: Amphora Diner, Herndon

Attendees: Under separate cover

1. Call to Order/Statement of Quorum – Having confirmed quorum the Chair Elect called the meeting to order at 5:41 pm
2. Reading & Approval of Minutes – The Board approved the Feb 2013 Board minutes as corrected.
3. Officer Reports/Announcements –
 - a. Chair (Jeff Parnes): Thanked the folks who attended Saturday’s Visioning meeting and will provide minutes to the Secretary. Next scheduled meeting will be in June, aiming to have it in the Southern part of the county. Over the past decade on average attendance has fluctuated and may be related to fluctuations in the economic situation.
 - b. Chair Elect (Melissa Butler): Working on action items from Saturday, still working on getting final approval from employer for attending the ASQ World Conference. There was a question about which costs the Section would cover.
 - c. Treasurer (Roberta Pek): Part of Saturday’s discussion on audit findings addressed issues with current bank and card holder (Bank of America – these cards expire Jun 2013). Looked at TD Bank, and noted that because our balance is above their threshold we would not have to pay excessive fees (ACH fees). The Board passed a motion to move our accounts to TD Bank.
 - d. Secretary (Yvonne Fernandez): Nothing to report. Requested minutes from last Saturday’s visioning meeting. Was advised that these are forthcoming from the Chair.
4. Prior Action Items/Old Business
 - a. The Chair reminded the attendees of the decision to move the meetings to the second Wednesday of the month starting in July 2013.
5. New Business
 - a. Membership (Bill Eastham) – Is researching hotels and other venues for the September Board meeting/30th Anniversary Celebration. The Board discussed specific dates, potential venues, and potential speakers. The Board also discussed holding this event on the second Wednesday in conjunction with the Board meeting (Sep 11), another option is to do it on a Saturday and make it a social event. The Board agreed to survey the membership to pulse majority preference (what, when, where, how important is Metro proximity). The Board discussed getting the details tied down soon to enable us to advertise this event well in advance. The Board will also invite the charter members, and discussed the possibility of inviting other guests. The Board also discussed the possibility of ordering mugs or something printed with the Section logo and “30th Anniversary” as a commemoration gift for attendees, and eliciting testimonials. The Membership Chair will summarize the path forward and send in an email to the Board.
6. Committee Reports/Announcements:
 - a. Arrangements – Marie Rondot. Not in attendance.
 - b. Audit – Paul Mills. Treasurer received questions from National on our annual financial report. We responded to the questions.
 - c. Education – Gregg Monaco. Not in attendance. Posting for Spring was sent to the Webmaster.
 - d. Examining/Certification – Kathleen Eaves. Not in attendance.

- e. Finance – Mike Coleman. Not in attendance.
 - f. Historian – Rick Wells. Not in attendance.
 - g. Lean Six Sigma SIG Chair – Sion Weaver. Going strong, holding regular meetings.
 - h. Membership – Bill Eastham. We have 741 paid members/99 unpaid members. There are 23 folks listed at Presidents/CEOs, 126 Manager, 83 Directors. More than half seem to be senior level professionals
 - i. Newsletter/Publicity – Christine Kurowski. Nothing to report.
 - j. Nominating – Bill Eastham. Has one nomination that will submit in writing to the Board. John Mullins is nominee for Chair Elect for next session. Currently, we do not have candidate for Treasurer Elect.
 - k. Placements – Sion Weaver. Nothing to report.
 - l. Programs – John Mullins. We have a speaker for April; this event will be at the Vienna Amphora.
 - m. Recertification – Robert Zimman. Had 3 recertification packages last month.
 - n. Quality Management Plan – Melissa Butler. Nothing to report.
 - o. Voice of the Customer – Bob Orkin. Nothing to report.
 - p. Webmaster/Electronic Media – Jeff Parnes. We do not transfer or hold any credit card information, we use PayPal; therefore there is no need to have a secure website. The current security certificate expired last month, which caused some issues with registrations last month. The Board agreed to renew the security certificate for this year (\$25), and let it expire moving forward. Greg Monaco volunteered to serve as co-Webmaster.
7. Adjournment – 6:39 pm

(Minutes prepared by: Yvonne, Section 0511 Secretary)