



**ASQ SECTION 0511  
BOARD MEETING MINUTES  
17 APR 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 5:38 pm
2. Reading & Approval of Minutes – The Board approved the Mar 2013 Board minutes as corrected.
3. Officer Reports/Announcements –
  - a. Chair (Jeff Parnes): Still working on the minutes from last month's Board Visioning Meeting. Distributed these to the Board for review. Resubmitted end of year fiscal report with additional information that was requested by National.
  - b. Chair Elect (Melissa Butler): Found the budget template and is ready to get started. Will work with Treasurer to send out for input prior to next mtg.
  - c. Treasurer (Roberta Pek): Not in attendance. The Treasurer submitted the monthly report prior to the meeting. She opened a new account at TD (as agreed last month) and the balance in the report only reflects the balance currently still at BB&T. The Board moved to accept the report as corrected relative to this point.
  - d. Secretary (Yvonne Fernandez): Nothing to report.
4. Prior Action Items/Old Business
  - a. Nominating Committee Chair provided name of nominee for Chair Elect – John Mullins. Still needs to identify nominees for Treasurer Elect. During the course of the membership meeting Leslie Braun volunteered to serve as Treasurer Elect for 2014. At the meeting the membership elected by acclamation the following slate for the 2014 term:
    - i. Chair Elect: John Mullins
    - ii. Secretary: Yvonne Fernandez
    - iii. Treasurer : Roberta Pek
  - b. Still planning survey monkey for membership to determine educational needs and preferences. Will ask the Historian to provide information from past surveys.
  - c. Updating of website calendar is still an active action item.
  - d. Section 0509 is willing to do a simple cost split for sponsoring the Software SIG, rather than establishing a formal MOU. There are currently two other organizations that also share in the sponsoring of this SIG. The Board discussed some of the pros and cons of Section 0511 sharing in the co-sponsoring this SIG similar to how we manage the LSS SIG events using each of the two options (MOU vs. handshake). The Board did not approve a motion to cosponsor at this time.
  - e. Membership Chair provided the Board with an update on efforts to plan 30<sup>th</sup> Anniversary event. Our membership includes a fair number of Presidents, Vice Presidents, and Directors of Quality who can be invited to sit on a panel. The Board discussed surveying the membership on preferred day, time, venues, Metro access, discussion topics, as well as open ended requests for recommendations. It is a high priority to agree upon the date so we can send out save the date notices to the membership. The survey will be sent out and results provided to the Board by next week.
5. New Business

- a. A member complained about our recent notification regarding fees for late registration for dinner meetings. This notification came out only two days prior to the deadline for on time registration for this evening's meeting.
6. Committee Reports/Announcements:
  - a. Arrangements – Marie Rondot. Not in attendance.
  - b. Audit – Paul Mills. Received audit recommendations and provided to Board for review
  - c. Education – Gregg Monaco. We have a candidate who would like to take the CQA course but is out of a job and asked if the Board would waive or delay his course fee. Pending confirmation of his current ASQ status and active Section participation, the Board passed a motion to extend his credit for the cost of the course for 6 months after he obtains employment.
  - d. Examining/Certification – Kathleen Eaves. Not in attendance. Sent report under separate cover to the Board.
  - e. Finance – Mike Coleman. Not in attendance.
  - f. Historian – Rick Wells. Not in attendance.
  - g. Lean Six Sigma SIG Chair – Sion Weaver. Not in attendance.
  - h. Membership – Bill Eastham. We have 731 paid members/100 unpaid members. 15 new members (included in the 731)
  - i. Newsletter/Publicity – Christine Kurowski. Not in attendance.
  - j. Nominating – Bill Eastham. Need to open up for Chair Elect and Treasurer Elect at this evening's meeting. The nominees must be identified before 1 May 13.
  - k. Placements – Sion Weaver. Not in attendance.
  - l. Programs – John Mullins. We are interested in getting high-impact speakers, but need to host these speakers in a proper forum for individuals of that stature (e.g., Magianno's). Will schedule Amphora-Herdon for May.
  - m. Recertification – Robert Zimman. Nothing to report.
  - n. Quality Management Plan – Melissa Butler. Has the budget template.
  - o. Voice of the Customer – Bob Orkin. Sent out email on QualTracks; happy to support membership survey.
  - p. Webmaster/Electronic Media – Jeff Parnes. Updated the site.
7. Adjournment – 6:43 pm

(Minutes prepared by: Yvonne, Section 0511 Secretary)