



**ASQ SECTION 0511
BOARD MEETING MINUTES
15 May 2013**

Location: Amphora Diner, Herndon VA

Attendees: Attached

1. Call to Order – 5:35 PM
2. Approval of Minutes – April ‘13 meeting minutes were approved.
3. Officer Reports/Announcements
 - a. Chair –
 - i. Select topics for the 30th Anniversary panel discussion from survey responses and additions to the post examination handout at the Board vision meeting scheduled for 8 June in Lorton
 - ii. A motion was approved to charge ASQ members \$30 and Non-members \$35 for the cost of monthly meeting dinners.
 - b. Chair Elect – Not in attendance
 - c. Treasurer – TD bank authorized approval to open an account with a starting amount of \$3000. The treasurer will be the only person authorized to sign for now and will add People as needed. A debit card was provided when the account was opened and will be used to make ATM deposits as stated by the treasurer. It was decided by the board that a debit card should also be requested and provided to the treasurer elect. The treasurer will start closing procedures of the Bank of America account. The Board approved a motion to accept the Treasurer’s report for Apr 2013. Current balance is \$20,135.10.
 - d. Secretary – Not in attendance
4. Prior Action Items Old Business
 - a. Gregg Monaco (not attending) –
 - i. Education - Gregg is planning a Survey Monkey educational survey linked to our website and LinkedIn. Plan to leverage an earlier, professionally developed survey (in possession of Bill Eastham). Want to administer survey in the Feb/March 2013 timeframe.
 - ii. Website - ASQ Master Calendar – Gregg has volunteered to populate our online calendar
 - b. Progress on the 30th anniversary dinner
 - i. 571 information requests were sent out based on the listed emails on the membership list. 203 acknowledgments or receipts were received from the emails. 94 completed the survey. A summary of the results include the following:
 1. Wednesday – (Thursday was a far second with a small number of votes for all other days of the week)
 2. 6:30 to 9:00 PM by far
 3. Restaurant – (Hotel/Motel was second with Corporate offices next in line)
 4. There were a few recommendations that included: Lansdowne Resort, Maggianos, Ritz, Amphoria and Quest
 5. Metro Stop, a vast majority said no, it was not important – only 6 individuals responded with yes.

6. 44 Recommendations for the panel discussion were provided
A motion was approved to select Maggianos as the 30th Anniversary venue held on September 11, 2013
 - ii. Paul Mill's provided a draft recommendation of "Candidate Offices for Requesting a 30th Anniversary Celebration Honor" for review
5. New Business –
A motion was approved to nominate Bill Eastham as Regional Director if he decides to serve. Bill will provide the Chair with the required bio/essay on 30 May so that the information can be sent to National by 31 May.
6. Committee Reports/Announcements
- a. Arrangements – Not present. The June meeting will be held at the Vienna Amphora. The speaker is being confirmed.
 - b. Audit – Nothing to report.
 - c. Certification/Examining – Not in attendance.
 - i. Provided a report on Interesting information on June 2013 exams
 - ii. Post exam handout provided by Gregg, changes suggested and incorporated by Robert
 - iii. Bill is checking with National to determine if there is a problem with distributing the post exam handouts
 - d. Education –Not in attendance
 - i. Paul Mills reports that he has two CQA exam students taking his course. Joshua Chitsa whom we met at the April meeting, who will be taking the exam June 1. He is hoping to add the CQA credential to his resume and get a good job in this area. Kelli Myree joined the CQA class, but will be taking the exam in December, wants to get a jump on preparations.
 - e. Finance –
 - i. Contacted branch manager at TD bank in Herndon. Branch manager stated they would work with the Section to establish an account if we so wish if Roberta still has problems
 - f. Historian – Nothing to report.
 - g. Lean Six Sigma SIG – June '13 LSS SIG meeting will be held at Tech Corner. Workforce Development at NOVA Community College is interested in offering Black Belt, Green Belt and other Quality related courses. Sion will work with Gregg to partner with Workforce Development to develop courses and perform other supporting tasks to establish the courses.
 - h. Membership - Reported the following: Associate 34; District 1; Fellow 2; Full 337; Organization 3; Senior 270; Site 8; Student 54; Total Membership 709. Unpaid 117; Full 76; Senior 15; Student 15
 - i. Newsletter/Publicity – Not in attendance.
 - j. Nominating – Will be sent in today 5/15/13
 - k. Placements – One position posted in Frederick, MD for a quality manager
 - l. Programs – The June meeting will be held at the Vienna Amphora. The speaker is being confirmed.
 - m. Recertification – There were three recertifications performed last month
 - n. Quality Management Plan – Not in attendance.
 - i. Melissa provided the QMP metrics tracking sheet and the QMP form.
 - ii. Sion commented that the file attached shows 21 attendees for March 2013. He thought there were 39 or 40 people there that night. He also thought it is

really great work and provides us with measurements and a plan to go forth.

iii. Melissa revised the report base on Sion's comments.

o. Voice of the Customer – Not in attendance.

n. Volunteer Opportunities – Not in attendance.

o. Webmaster/Electronic Media – Will create advertisement for Sep 11th Anniversary dinner

7. Action Items for Next Month's Meeting. –

. i. Bill is checking with National to determine if there is a problem with distributing the post exam handouts

ii. Workforce Development at NOVA Community College is interested in offering Black Belt, Green Belt and other Quality related courses. Sion will work with Gregg to partner with Workforce Development to develop courses and perform other supporting tasks to establish the courses.

8. Unfinished Business – None

7. Adjournment – 6:35 PM

(Minutes prepared by: Rick Wells, Section 0511 Secretary Pro Tem)