



**ASQ SECTION 0511
BOARD MEETING MINUTES
19 JUN 2013**

Location: Amphora Restaurant, Vienna

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. See the agenda (<http://www.asq0511.org/Minutes/agenda201306.pdf>) for links to referenced items
2. Reading & Approval of Minutes – The Board approved the May 2013 Board minutes as corrected.
3. Officer Reports/Announcements –
 - a. Chair (Jeff Parnes): Provided copies of notes from the Vision Meeting that was held on 8 June 2013. This being his last evening as Chair he thanked the Board in general and Melissa in particular for taking over this role. Jeff was presented the Past Chair pin as a token of appreciation from the Board.
 - b. Chair Elect (Melissa Butler): Nothing to report.
 - c. Treasurer (Roberta Pek): The Board approved the May Treasurer's Report. Treasurer will pay this evening's dinner bill with the new debit card to try it out. Note: At the end of the membership meeting the chair paid the bill with an existing credit card to prevent the situation where the Treasurer would be forced to approve and sign off on her own expenditure. This card should act the same as a credit card and there are no fees involved. The Board approved a motion to provide a Section 0511 debit card to the following Board members: Section Chair, Chair Elect, Treasurer, Membership Chair, Recertification Chair, and Chief Exam Proctor. These individuals can give Roberta their information to prep the form, and then go to their local TD Bank branch and complete the transaction or go to a TD Bank branch and private the information directly to the bank. In any case, Roberta will provide TD Bank the list of approved card holders so that the bank will know to whom to issue cards. Roberta will inform the approved card holders when the bank has that information so they then then go to the bank to have the cards issued. She has not cancelled BB&T credit cards yet, until we are comfortable debit card is working at intended. Will inquire as to removing the option of cash withdrawals.
 - d. Secretary (Yvonne Fernandez): Nothing to report.
4. Prior Action Items/Old Business
 - a. Survey Monkey Survey - Education Chair - 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 Aug 2013 timeframe.
 - b. ASQ Master Calendar – Gregg has populated our online calendar, which is available at: https://www.google.com/calendar/embed?src=4ie12do679sbuigc7hiljnpi0k%40group.calendar.google.com&ctz=America/New_York. Please review it before Jeff links it to our website
 - c. Progress on the 30th anniversary dinner. Discussed during the visioning meeting and decided on location, time and topics. Bill Eastham will contact Micron to see if anyone in a senior position is willing to come and speak at the event. Still need to decide on the giveaways (e.g., cups, tee-shirts, or lanyard with a thumb drive imprinted with 30th anniversary). In Fairfax County we can send in a request for an official plaque the recognition of 30 years. Gregg will look into similar program/opportunity in Prince William County.
5. New Business

- a. Congratulations to Bill Eastham for being elected as ASQ Regional Director for Region 5.
 - b. Bill Eastham attended George Washington Leadership Forum, Excellence in Process Improvement where there was discussion about the downtrend in training programs. ASQ Lean Six Sigma program was seen as falling short of what is required for many professional efforts (e.g., LSS Body of Knowledge is not as robust as other certification programs).
6. Committee Reports/Announcements:
- a. Arrangements – Marie Rondot. Not in attendance, although she had reported that there were 14 attendees registered for dinner and 7 for program only
 - b. Audit – Paul Mills. Not in attendance
 - c. Certification/Examining – Kathleen Eaves. Exams were administered on 1 June. Almost everyone was a member. This is Kathleen’s last meeting as she is moving to Texas. Mr. Muzaffar Zaffar has volunteered to take over this role and was confirmed in that position by the board.
 - d. Education – Gregg Monaco. Going to host a Lean Six Sigma review class end of July through August. The information is posted on the Section website. Sion Weaver has volunteered to teach Certified Six-Sigma Black Belt in July and August, announcement went out last week.
 - e. Finance – Mike Coleman/Jeff Parnes . Jeff picked up three credit cards renewals from the Post Office and provided them to the Treasurer. It was decided not to renew.
 - f. Historian – Rick Wells. Nothing to report. At the Vision Meeting the Board decided to ask the Historian to develop a summary of the Section’s history.
 - g. Lean Six Sigma SIG Chair – Sion Weaver. Not in attendance.
 - h. Membership – Bill Eastham. We have 721 paid members/106 unpaid members. 14 new members (included in the 721).
 - i. Newsletter/Publicity – Christine Kurowski. Posted the meeting announcement for tonight’s dinner on Twitter and LinkedIn. Board members were encouraged to follow the ASQ 0511 Twitter account
 - j. Nominating – Bill Eastham. Nothing to report.
 - k. Placements – Sion Weaver. Not in attendance.
 - l. Programs – John Mullins. Not in attendance. Potential July meeting speaker requested reimbursement for the for reasonable travel costs (mileage, hotel, incidentals). The Board discussed this and established the policy of not reimbursing any speaker for their expenses. We will plan a membership social/networking event in July at the Herndon Amphora .
 - m. Recertification – Robert Zimman. Processed 4 recertifications.
 - n. Quality Management Plan – Melissa Butler. Has been tracking our metrics. Needs final count of attendees at May meeting. Treasurer will send.
 - o. Voice of the Customer (VOC) – Bob Orkin. Not in attendance. Section Chair received a request from National VOC for information on the Section level VOC Chair.
 - p. Volunteer Coordinator – Christine Kurowski. Nothing to report.
 - q. Webmaster/Electronic Media – Jeff Parnes. Jeff has been tweeting the announcements he adds to the website as asq0511 and then retweeting the tweets in his own account, other board members who tweet are encouraged to do the same. The Board discussed the option of allowing members to attend the Programs-only portion of the Anniversary event without paying. The Board approved a motion that everyone who attends will need to pay for this special event. Will be updating the email addresses for the incoming 2014 Board members and related groups.
7. Adjournment – 6:44 pm

(Minutes prepared by: Yvonne, Section 0511 Secretary)