



ASQ SECTION 0511
BOARD MEETING MINUTES
13 November 2013

Location: Amphora Diner, Herndon

Attendees: Under separate cover

1. Call to Order/Statement of Quorum - Having confirmed quorum the Section Chair called the meeting to order at 5:30 pm
2. Reading & Approval of Minutes – The September 2013 Board minutes were approved. Paul Mills made the motion for acceptance, the motion was seconded by Robert Zimman, and voted with all in favor for approval.
3. Officer Reports/Announcements
 - a. Chair (Melissa Butler) – Greeted all of those in attendance.
 - b. Chair Elect (John Mullins) – Unavailable this evening.
 - c. Treasurer (Leslie Braun)
 - i. The Treasurer Report was submitted prior to the meeting in Attachment A . The Board reviewed and moved to accept the 30 September 2013 Treasurer Report as presented. This was moved by Robert Zimman, seconded by Gregg Monaco, and all were in favor for approval.
 - ii. All necessary and required signatures are now on file with the bank.
 - d. Secretary (Yvonne Fernandez) – The Lean Six Sigma Chair is standing in taking notes.
4. Prior Action Items/Old Business
 - a. Education – Membership survey was discussed- The Education Chair has made the recommended changes to the survey, which is now ready. The plan going forward is to send the survey out prior to the next meeting if possible.
5. New Business
 - a. Section Goals and Objectives – See Attachment B The Board agreed to discuss, at a later visioning session, how to use a variety of social networking tools to further advertise Section membership and events.
 - b. Committee to establish a Lawrence B. Wilkens scholarship fund, both an upper level (Jr/Sr) and a graduate level (which may include ASQ courses). Gregg Monaco and Paul Mills stepped forward and volunteered to get this project/program underway in discovery and evaluation. All agreed with their background in education, this would be a great fit.
6. Committee Reports/Announcements:
 - a. Arrangements – Marie Rondot – On the road- provided information prior to the meeting.
 - i. We have 6 reservations for program for the 9 October 2013 meeting.
 - ii. December 7 Saturday Board Meeting - Mike Coleman has volunteered ADC in Lorton for the Strategic Vision Meeting. All were in favor of the Lorton location.
 - iii. 13 November 2013 meeting will be at the Vienna Amphora. There are two potential speakers for the November meeting, but this actual speaker has not yet been determined.
 - b. Audit – Paul Mills
 - i. The draft SOPs will be sent to the committee.

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- c. Education – Gregg Monaco –
 - i. Education survey – See 4a above.
 - ii. We are looking for those people who would be interested in teaching or attending. Thanks to Paul Mills the section has been holding regular CQA courses. The section has also held Six Sigma Green Belt and Black Belt over the last year. We are looking for additional instructors to step up. Both Paul Mills and Christine Kurowski are interested in teaching CQM/OE courses.
 - iii. Fall CQA training course begins in October 2013.
 - d. Finance – Jeff Parnes/Mike Coleman. The Finance Committee Report was submitted prior to the meeting and is in Attachment D. Jeff Parnes discussed the reasoning for the position of treasurer elect and all in attendance that it is a good plan.
 - e. Historian – Rick Wells – Rick presented on how the amount of material for archive has increased and how the media for storage has changed over the years. He also discussed how with all the available material it is important to capture the noteworthy items for archive.
 - i. Lean Six Sigma SIG Chair – Sion Weaver - The October 30th LSS Meeting feature our Education Chair as speaker presenting on Lean Six Sigma in Aviation Mishap Investigations.
 - f. Membership – Bill Eastham – Unavailable this evening, but submitted the membership report prior to the meeting (found in Attachment F).
 - g. Newsletter/Publicity – Christine Kurowski – Brought up a very lively discussion that covered frequency of articles, media avenues, and approach to be used. This was agreed to be an important item for the upcoming Strategic Vision Meeting.
 - h. Nominating – Jeff Parnes – mentioned the Treasurer-Elect is the position that needs to be filled.
 - i. Placements – Sion Weaver. Nothing Significant To Report (NSTR).
 - j. Proctor – Muzaffar Zaffar – Provided the report on the October 2013 certification examination. Of particular interest- there were only 3 of the participants who stated they were ASQ members.
 - k. Programs – John Mullins – Unavailable this evening. Programs are addressed above under Arrangements.
 - l. Recertification – Robert Zimman
 - i. The member fee for one recertification journal will be \$69, up from \$59; for multiple journals, it is \$89, up from \$79. Nonmember fees increase to \$109 per journal. Members are encouraged to recertify early and take advantage of the lower fee. Any journals received prior to August 1 will be charged the current fee.
 - m. Quality Management Plan – John Mullins. Draft plan under review.
 - n. Voice of the Customer – Bob Orkin. Attending ASQ Conference.
 - o. Volunteer Opportunities – Christine Kurowski. NSTR
 - p. Webmaster/Electronic Media – Jeff Parnes- Trying a new software version for our ongoing IT needs.
7. Adjournment ~ 6:35 pm