



Northern Virginia
Section 0511



ASQ Section 0511
Board Meeting Minutes
12 March 2014

Location: Amphora Diner, Vienna
Attendees: Listed on Page Two

1. Call to Order/Statement of Quorum – Having confirmed quorum, the Chair called the meeting to order at 5:41 PM
2. Reading & Approval of Minutes – The Board approved the Jan 2014 Board Minutes.
3. Officer Reports/Announcements
 - a. Treasurer – Distributed monthly financial report.
4. Prior Action Items/Old Business
 - a. Education: Work continues for survey and scholarship
 - b. Section Goals and Objectives: The Board approved unanimously
5. New Business
 - a. Renewal of the PO Box. Cost is ~\$120 per year. Discussion: some organizations, such as, PayPal only send printed financial data, nothing electronic, and we need to have a mailing address for these circumstances. The PO Box provides a consistent, stable mailing address for receipt of recurring mail. If we used individual member residential or work addresses, there would need to be recurring steps taken whenever a membership change occurred: death; divorce; job-relocation; layoff; going out-of-business; etc..
 - b. Website assistance. Kabongo Ngandu (Micron) is on-board as part of the web matters team and has already made contributions.
6. Committee Reports/Announcements
 - a. Robert Orkin will speak at June meeting in Herndon on design processes. This is the same topic originally scheduled for the February snow cancellation.
 - b. Web Master displayed our new and bigger notebook computer with software for Section use. The old computer is Windows XP (ceases to have Microsoft support in April 2014) and will be retired at the end of this month.
7. Adjournment – 6:37 PM

Minutes recorded by Muzaffar Zaffar

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<u>Name</u>	<u>Office</u>
1. Rick Wells	Historian
2. PAUL Mills	Audit Committee Chairman
3. MUZAFFAR ZAFFAR	Proctor
4. Melissa Butler	Chair
5. Christine Kurowski	Publicity
6. Gregg Monaco	Edac
7. JEFF PERKES	Past Chair
8. Leslie Braun	Treasurer