

**ASQ SECTION 0511 BOARD MEETING MINUTES OF 3-JUNE-1999**

ATTENDANCE

	JUN-3	JUL-1	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
CHAIR	P											
VICE-CHAIR												
PAST CHAIR												
SECRETARY												
TREASURER	P											
EDUCATION												
ELECT-MEDIA	P											
EXAMINING												
HISTORIAN	P											
ISO9000												
MEMBERSHIP												
NQM												
NEWSLETTER	P											
PROGRAMS	P											
PUBLICITY												
QUAL-LIASON	P											
SMP												
HEALTH CARE												

3-JUNE-99  
ASQ 0511 Board Meeting  
Qwest Building  
7 – 9 PM

Agenda

- 1 Approve May Minutes**  
-Clarification/codification of “free rental (no free deposit) for ASQ members only during 6-month trial period; non-members still pay \$50/day plus deposit.

It was determined that in spite of a small turnout (6 members), the quorum requirements of the section bylaws were met. All decisions are official.

Yvonne was volunteered (with agreement) as the Secretary stand-in for the meeting.

The May Minutes were approved.

The following rules regarding the rental of Board-owned equipment were discussed and clarified:

- ❑ A \$300 deposit is required for all transactions, whether by a section member or non-member.
- ❑ In addition to the deposit, the daily rental fee for non-members is \$50/day.
- ❑ The daily rental fee is waived for section members. (The deposit fee is not waived.)

## **2 Treasurer's Report – Donovan**

Greg reported a current balance of \$12,075.84. He will explore investment opportunities, such as CDs. The attending board members agreed that, as Treasurer, Greg was empowered to make appropriate investment decisions without prior board approval. Greg will report back to the board on his research and decisions.

It was noted that signature cards were required for Jim & Don.

## **3 May Dinner Meeting – McArthur/Casti**

54 individuals were registered; 47 attended; 8 no-shows

## **4 Dinner Payments from No-shows - Casti -Discussion about enforcement of stated "policy."**

Bill invoiced the 5 individuals who registered using a credit card but did not attend. He did not invoice the remaining 3 because he did not recognize their names and thought a bill for a meal they didn't eat could be "a bad introduction to the section."

There was a discussion on our policy towards billing no-shows. Individuals who register through Intertek do not provide credit card information, making those individuals harder to bill. It was decided that it is not a big problem since the section is not really losing money at the current rate of no-shows. The disclaimer on the dinner invitations will remain in effect, however, Bill will continue to use his best judgement in handling each event.

## **5 June Dinner Meeting - McArthur**

Speakers: the newly elected board members.

Topic: their plans for the coming year.

Place: Marco Polo, Vienna (Sue is trying to book the next 6 dinner meeting ahead, rotating the different restaurant so as to accommodate the diverse locations of the section membership.)

Time: 7-9 PM (It was decided that future speakers should be encouraged to limit their talks such that the meeting can end promptly at 9.)

The attending board members listened to the section's informational phone recording.

It was noted that we need to ensure that the restaurant does not bill the section for alcoholic beverages. It is the responsibility of the restaurant to charge the individual at the time of delivery.

## **6 Disposition of Non-participating Board Members - All**

There was a discussion regarding at what point a board member is considered "non-participating." General consensus was that participation should be required at least once each quarter.

It was proposed that if a committee chair cannot attend a monthly meeting, he or she must send a suitable substitute or a detailed written report.

A motion was passed to dispose of the following committees/positions:

- CQC (Community Quality Council) Committee/Chair
- Student Activities Committee/Chair
- Councilors 1 through 5

A motion was passed to change the following committees to Special Interest Groups (SIGs) (also called task groups in the bylaws):

- MOP
- ISO 9000

A motion was passed to create the following SIGs:

- Customer/Supplier
- Environment & Energy

A motion was passed to have the forthcoming and future Chair-elect be responsible for managing and coordinating the SIGs.

A recommendation was made that the incoming board review and revise the bylaws to ensure that they reflect current practices. It was recommended that some of the mandated committees would be better as SIGs, e.g., Health Care. It was also recommended that Electronic Media should be changed to a sub-committee or task group.

## **7 Reports from Committee Chairs**

June 18<sup>th</sup> is the deadline for the section newsletter. Need update on quality training.

Walter (section historian) needs the annual education committee report for the section archives. It should include information such as list of courses. It was reiterated that the bylaws require an end of fiscal year report from each committee.

## **8 Bottom Line Quality Conference & Expo in Richmond – Oct 6-7**

- a) Flyers need to be mailed to our members, as part of our co-sponsorship of this event.
- b) Need to continually publicize our co-sponsorship of this event.
- c) Will have space at the Expo for our display; need someone to take to Richmond, set up, and man the booth on Day 1 (Oct 6<sup>th</sup>); Bill C. will be there on Day 2.
- d) Our immediate past chair (Bill C. will participate on “The Future of Quality in Manufacturing and Healthcare in a Global Economy” panel discussion on Day 2 (Oct 7<sup>th</sup>).

## **9 Remarks from Outgoing Chair - Casti**

Bill expressed his gratitude to the Board members and appreciates the “confidence and support” afforded to him. He will remain active in the Board.

Next Meeting: Thursday, 1 July 1999

Noting no further business, the meeting was adjourned.