

ASQ SECTION 0511 BOARD MEETING MINUTES OF 7-DECEMBER-2000

LOCATION & TIME: DataZen, 7 PM

ATTENDANCE:

	6 JUL 2000	3 AUG	7 SEP	5 OCT	2 NOV	7 DEC	JAN 2001	FEB	MAR	APR	MAY	JUN
CHAIR	JC	JC	JC	JC	JC							
CHAIR-ELECT	DJL	DJL	DJL		DJL	DJL						
PAST CHAIR	DB	DB	DB									
SECRETARY	YF			YF	YF	YF						
TREASURER	BC	BC		DH	DH							
EDUCATION	RM		RM	RM								
ELECT-MEDIA	BC	BC		BC*		BC						
HISTORIAN	WM	WM				WM						
STANDARDS			BF	BF								
MEMBERSHIP	BE	BE		BE								
NQM	BE	BE		BE								
NEWSLETTER	DPT	DPT	DPT	DPT	DPT	DPT						
PROGRAMS	SM	SM	SM	SM	SM	SM						
CORP-LIAISON	YF			YF	YF	YF						
PUBLICITY			TG	TG	TG							
Other: Education Vice-Chair	FH	FH	FH	FH	FH							
Other: Finance				JP		JP						
Other: Examining & Recert				RS	RS							
Other: Guest Section Member	JD				JD							

* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

AGENDA/ACTIONS:

1. Review and Approval of November Minutes – All

The Board reviewed and approved the meeting minutes.

2. Treasurer's Report – Hill

The Treasurer (Don Hill) was not able to attend the meeting, he submitted an email report and asked that it be presented to the Board by Jeff Parnes (Finance Committee).

Don sent the required Quarterly Financial Report to ASQ National on November 13. He provided a balance sheet showing a checking account balance of \$15,806.08, petty cash \$52.43 and \$4,150.89 CD (total assets = \$20,009.40) as of November 30. Don also developed and submitted for Board review a budget vs. actual spreadsheet and a merchant account comparison for processing credit card payments of dinner meetings. He reports that First VA and Cardservice International are the most competitive and willing to reduce costs, but he recommends that we keep the current system of processing credit cards until June 2001.

Jeff stated that the appropriate Executive Board Member or Committee Chair must approve by signature all corresponding receipts and invoices for payment. To facilitate timely payment, these should be e-faxed to Jeff's attention at 240.337.4072 with the original sent in as follow-up.

3. **Brochure Rack for Dinner Meetings – Law**

The Chair Elect (Dorian J. Law) identified a brochure rack and floor sign for use during dinner meetings and other section activities. The board agreed that this purchase (approx \$110) was within the discretionary spending limit of the Programs Committee Chair (Sue McArthur), who agreed to process the purchase under the Programs Committee budget.

4. **Reports from Committee Chairs – All**

Newsletter: Inputs are due 8 December 2000. Received a \$700 check from Don Hill for the deposit on the postal bulk mail account.

Programs: Lots of no-shows at the November Dinner Meeting. December meeting has 31 people registered thus far. Programs is looking into location options for 2001.

E-Media: All is well.

Historian: Requested a copy of the annual audit report for the Section records.

Education: (via email)

Certified Quality Improvement Associate Class 2001-1: There are 15 students registered for the class. 14 attended the first meeting (December 6) and one had previously notified that they would not be at the first meeting.

Forwarded checks in the amount of \$1720.00 received in payment for tuition and books for the Certified Quality Improvement Associate (CQIA) class 2001-1. In conjunction with the online payments of \$415.00, the total received to date for the CQIA class 2001-1 should be \$2135.00. Expect one further payment of \$40.00 for one book.

Forwarded an invoice from Quality Council of Indiana for the amount of \$645.00 for 15 CQIA primers and shipping and handling which should be paid before 30 December 2000. Also ordering two additional CQIA primers (\$80 + S&H) because of two people who registered after initial order. Will forward that invoice to Don Hill once received.

Will forward an electronic announcement for the Certified Quality Manager Class 2001-2 (start January 2) to E-Media Chair (Bill Casti) to distribute within the next

few days. So far, have one new student, one student who had previously paid part tuition and will pay the rest of the full tuition and one possible retread.

Prepared an Education trifold brochure and forwarded it to Education Committee Chair (Roger Mercier) for review.

Examining: (via email)

The December 2nd exams were held at Fairfax High School. There were 31 examinees, as follows:

	Registered	Cancelled	No Shows	No. Tested
CQA	20	5	1	14
CQE	4			4
CSQE	19	6		13
===				

Total 31

The total cost for this exam was \$74.99 which includes \$65.00 for the facility and \$9.99 for two dozen donuts for the examinees. Would like to make complimentary donuts a regular feature for our members, with the board's concurrence.

Signed up Section 0511 to host the Pilot Exam for the CQIA on January 27th. It will most likely be held at the Manassas Campus of Northern Virginia Community College.

Membership: (via email)

740 Current members listed active for Section
 175 Unpaid members
 19 New member this past month.

Out of 16 welcome cards sent last month, 7 returned for incorrect address. Called ASQ to verify address list; they say the current list posted is correct. Will send out cards with this batch of welcome cards. No feedback received on the scholarship memo.

5. Other Business

DJ reported that he is almost finished with his revisions to the section by-laws. He hopes to submit them via email to the Board for review.

The Secretary (Yvonne Fernandez) requested Board input on the best approach for handling emailed or faxed reports from board members who are not able to attend meetings in person or by phone. The general consensus was that these reports should be

read by each board member at their convenience and attached to the minutes. It was agreed that the Board would, in general, not entertain discussions relating to these reports in the absence of the person submitting the report.

Noting no further business, the meeting was adjourned

Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary

ATTENDANCE KEY:

INITIALS	FULL NAME	BOARD POSITION(S)
JC	Jim Coley	Chair
DJL	Dorian J. Law	Chair Elect
DB	Don Burke	Past Chair
DH	Don Hill	Treasurer
YF	Yvonne Fernandez	Secretary, Corporate Liaison
WM	Walter Mendus	Section Historian
SM	Sue McArthur	Programs Chair
DPT	Davida P. Trumbo	Newsletter Chair
BE	Bill Eastham	Membership Chair, NQM
BC	Bill Casti	E-Media Chair
RM	Roger Mercier	Education Chair
FH	Frank Hutchison	Education Vice Chair
TG	Tim Gavagan	Publicity Chair
RS	Roger Schaffer	Examining/Recertification Chair
BF	Bill Fogelsong	Standards Chair
JP	Jeff Parnes	Finance Committee
JD	Joan Dandurand	Guest - Section Member