

**ASQ SECTION 0511 BOARD MEETING MINUTES OF 12 DEC 2001**

LOCATION & TIME: WINDWALKE, 7 PM

ATTENDANCE:

	12 JUL 2001	AUG	6 SEP	4 OCT	1 NOV	12 DEC	JAN 2002	FEB	MAR	APR	MAY	JUN
CHAIR	DJL		DJL	DJL	DJL	DJL						
TREASURER	JP		JP	JP	JP	JP						
SECRETARY	YF			YF	YF	YF						
CHAIR-ELECT	RM		RM	RM	RM	RM						
PAST CHAIR			JC	JC								
EDUCATION	QC		QC		DL	DL						
ELECT-MEDIA					BC*							
HISTORIAN			WM	WM	WM							
STANDARDS												
MEMBERSHIP	BE		BE	BE	BE	BE						
NQM												
NEWSLETTER												
PROGRAMS			SM	SM	SM	SM						
CORP-LIAISON				YF	YF	YF						
PUBLICITY			AH	AH		AH						
EXAMINING & RECERT												
Other: Education Vice-Chair												
Other: Finance	DH											
Other: Guest Section Member												

\* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

**AGENDA/ACTIONS:**

**1. Review and Approval of November 2001 Minutes – All**

The November 2001 minutes were reviewed and approved by the Board.

**2. Treasurer's Report – Parnes**

The Treasurer (Jeff Parnes) reports the following balances:

Assets:

\$	Checking/Savings
	Petty Cash
	<u>CD</u>
\$	Total

## Liabilities &amp; Equity:

\$	Accounts Payable
	<u>Equity</u>
\$	Total

The Treasurer noted that ASQ has received the annual report and is missing the 30 June 2001 statement and confirmation that nothing has changed on the ACH form. The Treasurer agreed to follow-up on these items.

The Treasurer further noted that MasterCard debits have not been processed since July 2001. The Chair Elect agreed to discuss this with the E-Media Chair.

The Treasurer reported that First Virginia E-Commerce is not compatible with Quick Books and so he will cancel out of this option.

### 3. MBNA Credit Card Account – Parnes

The Board passed a motion to authorize the Treasurer to close the American Express account and to open a new account with ??? and request credit cards for select Board members.

### 4. Support for Northern Shenandoah Valley ASQ Section – Law

The Northern Shenandoah Valley Section is in the process of requesting full section status. They need a letter of support from surrounding sections. The Board passed a motion to provide all the necessary support to this new section, including writing a letter of support.

### 5. Improvements for Monthly Dinner Registration – Law

The Board discussed three potential process improvements for managing registration and check-in at the monthly dinner meetings:

-Revisit the language on the section web-site regarding the process and expectations for dinner meeting walk-ins. The Publicity Chair (Aubrey Hamilton) and Programs Chair (Sue McArthur) agreed to review the current language and suggest alternative language. The Chair Elect (Roger Mercier) agreed to communicate with the E-Media Chair (Bill Casti) regarding the changes.

-Look into the Arlington/Alexandria corridor for alternate sites. The Treasurer agreed to check on these.

-Establish two lines at check-in, one for pre-paid attendees and Board members, and the other for “pay-at-the-door” attendees. The Chair Elect and Treasurer agreed to try this alternative at the January meeting.

## 6. Reports from Committee Chairs

Newsletter: Aubrey volunteered to do the newsletter.

Membership: 803 members. Need to think about another membership drive/event.

Education: Still discussing roles/responsibilities.

Examining & Recertification: Exam on 1 Dec: 38 registered, 23 took the exam, 15 no shows.

Programs: November dinner meeting attendance: 26 registered, 34 showed up; Dec meeting: 36 registered.

Chair: Will call National to make sure we are getting the proper financial allotments in a timely manner.

## 7. Other Business

The Publicity Chair gave the key to the section mailbox to the Treasurer.

Noting no further business, the meeting was adjourned

Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary

## ATTENDANCE KEY:

INITIALS	FULL NAME	BOARD POSITION(S)
DJL	Dorian J. Law	Chair
JP	Jeff Parnes	Treasurer
YF	Yvonne Fernandez	Secretary, Corporate Liaison
RM	Roger Mercier	Chair Elect, Acting Education Chair (Oct 2001)
JC	Jim Coley	Past Chair
DH	Don Hill	Finance Committee
WM	Walter Mendus	Section Historian
SM	Sue McArthur	Programs Chair
BE	Bill Eastham	Membership Chair, NQM
BC	Bill Casti	E-Media Chair
AH	Aubrey Hamilton	Publicity Chair
RS	Roger Schaffer	Examining/Recertification Chair
JD	Joan Dandurand	Standards Chair (October 2001 - present)
BF	Bill Fogelsong	Standards Chair (June 2001 - Sept 2001)
DL	Dennis Lasley	Education Chair (Nov 2001 - present)
QC	Quentin Conroy	Education Chair (June 2001 – Sept 2001)
FH	Frank Hutchison	Education Vice Chair (June 2001 - Sept 2001)