

June 11, 2003 ASQ Section 0511 Executive Committee Meeting Minutes

AGENDA/ACTIONS:

1. Review and Approval of May 2003 Minutes – All

The meeting was called to order at 5:40 pm. The May 2003 minutes were not available for review.

2. Treasurer's Report/2001-2002 Budget – Parnes

The Treasurer (Jeff Parnes) provided a detailed transaction listing by account. A summary of the Section 0511 balances:

Assets:

\$ 18,738.12	Checking/Savings
<u>31.63</u>	Petty Cash
\$ 18,769.75	Total Assets

Liabilities & Equity:

\$ 441.08	Liabilities
<u>18,328.67</u>	Equity
\$ 18,769.75	Total Liabilities/Equity

The Treasurer informed the Board that due to new credit card accounting policies, whenever a payment is late, every credit card on the account is charged the late fee (last month, the account was charged \$97.00). As of the June 2003 meeting, reconciliations for several events had not been submitted to the Treasurer.

The Treasurer also stated the cost for operating the ASQ 0511 website will be discussed at the July 2003 Executive Committee Meeting.

3. Committee Chair Reports

A. President

Bill Eastham reported that the trinkets for distributing to Section members have been approved and ordered. Due to cost limitations, the Section logo will only show outlines (no colors). Additionally, the President reported that the ASQ National logo will be modified, but the organization name will remain the same.

The section has received an application for the college scholarship that is offered on the Section's website. Mr. Eastham recommended that the future of the scholarship should be addressed at the July 2003 meeting, with a possible ceiling of \$500 - \$1000.

B. Membership

Section 0511 is up to 798 paid members. Additionally, ASQ National is stressing association membership and the advancement of quality management and processes, not just industry standards.

C. Electronic Media/Website

Mr. Eastham announced that Bill Casti provided a status to him, reporting the servers for the Section website are operational, and being tested by Sue McArthur. Data related to certification/class information, membership, and training is being requested to support the testing. Additionally, there is a moderated Section E-mail list available to all members, using a self-access procedure.

D. Education

Dennis Lasley reported that the person offering to provide CSQE training has been given guidance and information related to section/national ASQ procedures for conducting classes. The trainer/moderator will not be reimbursed. ASQ National policy covers the appropriate method for hiring instructors, and information for requesting an instructor is provided in every newsletter. Instructor pay will be in accordance with the standard rate. Joan Durand, Standards SIG Chair, requested to include a few questions related to ISO 9000 in the upcoming Section survey.

E. History

Walt Mendus reported that ASQ National was contacted regarding Section information that has not been completed; however, National has no guidelines other than 'standard business practices'. The responsibility for maintaining National's history data has been contracted to the University of Illinois – they have provided a detailed list of topics to be addressed, but the guidance is confusing and some items conflict with National guidance. A recommendation was made to defer to ASQ National's version. Mr. Mendus mentioned that a majority of the Section's historical information is coming from the section newsletters.

F. Publicity/Newsletter

Ron Marafioti reported that announcements listed on the postcards are being truncated because they are too lengthy. Additionally, the latest newsletter has been delivered, and Mr. Marafioti may solicit information from surrounding ASQ sections to add to our newsletter.

G. Programs

Sue McArthur announced that speakers have been booked for the July and August dinner meetings.

H. Koalaty Kid

Christine Kurowski is requesting assistance in contacting individual school principals and staff. Most of the calls are 'screened' by school staff and e-mails ignored as if she were a solicitor. She asked if any board members could get her an invitation to an upcoming PTA meeting. A suggestion was also made that she attend local school board meetings and present the information with a request for assistance in contacting individual schools.

4. Other Business

Noting no further business, the meeting was adjourned at 6:35 pm.

Minutes prepared by: Joseph Tullington for Yvonne Fernandez, Section 0511 Secretary

ATTENDANCE KEY:

NAME	BOARD POSITION(S)
D. J. Law	Past Chair
Jeff Parnes	Treasurer
Joe Tullington	Finance Committee
Walter Mendus	Historian
Sue McArthur	Programs Chair
Marie Rondot	Arrangements Chair
Bill Eastham	Chair
Robert Zimman	Vice Chair
Ron Marafioti	Publicity/Newsletter Chair
Christine Kurowski	Koalaty Kid
Dennis Lasley	Education Chair