

ASQ SECTION 0511 BOARD MEETING MINUTES OF 13 AUG 2003

LOCATION & TIME: Marco Polo, Vienna/5:30 PM

ATTENDANCE:

	9 JUL 2003	13 AUG	SEP	OCT	NOV	DEC	JAN 2004	FEB	MAR	APR	MAY	JUN
CHAIR		BE										
TREASURER	JP	JP										
SECRETARY	YF	YF										
CHAIR-ELECT	RZ	RZ										
PAST CHAIR		DJL										
EDUCATION		DL										
ELECT-MEDIA/ INTERNET LIAISON	BC	BC										
HISTORIAN												
MEMBERSHIP		BE										
NEWSLETTER		RM										
PROGRAMS	SM	SM										
CORP-LIAISON	YF	YF										
PUBLICITY		RM										
EXAMINING	BC	BC										
CERT/RECERT CHAIR		BE										
NOMINATING CHAIR		DJL										
PLACEMENT CHAIR	SM	SM										
AUDIT CHAIR	BC	BC										
KOALITY KID LIAISON		CK										
FINANCE	JT	JT										
ARRANGMNTS												
Other: CQM Instructor	FH	FH										
Other: Section Member/Guest		RH										

* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

AGENDA/ACTIONS:

Note: The Board held a closed-door executive session prior to the Board meeting. Attendees included the Chair (Bill Eastham), Chair-Elect (Bob Zimman), Past-Chair (DJ Law), and Secretary (Yvonne Fernandez).

1. Review and Approval of July 2003 Minutes – All

The July 2003 minutes were approved as written.

2. Treasurer's Report/Financial Items – Parnes

The Treasurer (Jeff Parnes) provided the detailed financial statement, as summarized below:

Assets:

\$	22,770.34	Checking/Savings
	<u>31.63</u>	Petty Cash
\$	22,801.97	Total Assets

Liabilities & Equity:

\$	430.49	Liabilities
	<u>22,371.48</u>	Equity
\$	22,801.97	Total Liabilities/Equity

The Treasurer further reported that he had received a letter of appreciation from Camp Virginia Jaycee, Inc for the donation made on behalf of the dinner meeting speaker (see Board Meeting minutes for July 2003). He also stated that he had cancelled internet access to the section checking account as a cost savings. He requested justifications for outstanding expenses and reported that he had provided the section's financial records for the last fiscal year to the audit committee for their review.

3. Cost of Operating ASQ0511 Website – Parnes

The Board discussed viable options for hosting the section website and, agreeing to sole source this function, passed a motion to make a one-time payment of \$250 to Associated Quality Consultants, Inc. (AQC) for this service. Bill Casti, who is the Section 0511 E-Media Chair and the President of AQC, abstained from voting. The Chair agreed to write a letter to accompany the check.

4. Section Scholarship – Eastham

The Chair reported that he had received one application for the Section 0511 Scholarship. He stated that the candidate fulfilled all requirements and offered to make copies of the application and send them to the Board members for review. This matter will be addressed in the September 2003 Board meeting.

5. New Projector – Zimman

The Chair Elect noted that the Board's projector is six years old and does not achieve the higher resolution of the current technology. He made a motion to purchase a new projector, approximate cost of \$2,000. After discussion, he withdrew his motion and agreed to come to the next Board meeting with information on several alternatives and whether or not we could get a discount as a non-profit organization. The Board tabled the discussion about what to do with the existing projector until the next Board meeting.

6. Committee Chair Reports

Membership: Bill Eastham reported that the Section has 672 paid members, 182 unpaid members, and 4 new members for July 2003. He suggested that the Board send a letter to companies within our section footprint that are registered to an ISO 9000 standard, stating the benefits of corporate membership. The Board agreed with the idea. Bill will draft the letter and provide to the Board for review. He will also provide a listing of these companies and asked for volunteers to call the companies and help make the case for corporate membership.

Education: Frank Hutchison reported that the individual who sat for the Calibration Technician certification exam passed. Frank will write the congratulatory letter from the Board and will include a coupon for a free dinner. There was a request for a proctor for a student who could not take tests of Saturday because of religious reasons. Bill Casti volunteered to proctor the student's exam. It was also reported that at last month's CQIA Workshop, there was a discussion about bringing budding professionals into ASQ. Mr. Richard C. Hutchison subsequently requested information from ASQ National about how to start a student branch. One of the requirements, which he has need been able to fulfill, is finding and getting the endorsement from a faculty member who is also a member of ASQ. Bill Eastham offered to review the membership database and provide the names of potential candidates.

E-Media: Bill Casti presented the draft procedure for handling the member list: List Moderation Criteria, Work Instruction ASQ-0511-001, Revision 1.0, dated 8/7/2003. This procedure was reviewed by the Board and approved for implementation. The Board discussed the need to formalize the process for approval of operating procedures.

Programs: Last month 23 individuals signed up for the dinner meeting, 25 showed up. There are 18 individuals signed up for this month.

7. Other Business

Noting no further business, the meeting was adjourned.

8. Items for Next Month's Agenda

- Section Scholarship
- New/Old Projectors

Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary

ATTENDANCE KEY:

INITIALS	FULL NAME	BOARD POSITION(S)
BE	Bill Eastham	Chair, Membership Chair, Certification/Recertification Chair
JP	Jeff Parnes	Treasurer
YF	Yvonne Fernandez	Secretary, Corporate Liaison
BZ	Bob Zimman	Chair Elect
DJL	Dorian J. Law	Past Chair, Nominating Chair
WM	Walter Mendus	Section Historian
SM	Sue McArthur	Programs Chair, Placement Chair
MR	Marie Rondot	Arrangements Chair
BC	Bill Casti	E-Media Chair, Internet Liaison, Database & Audit Chair, Examining Chair
DL	Dennis Lasley	Education Chair
RM	Ron Marafioti	Publicity Chair/Newsletter
CK	Christine Kurowski	Koality Kid Liaison
FH	Frank Hutchison	CQMgr Trainer
RH	Richard Hutchison	Section Member