

1ASQ SECTION 0511 BOARD MEETING MINUTES OF 6-JULY-2000

LOCATION & TIME: Qwest Building, 7 PM

ATTENDANCE:

	6 JUL 2000	AUG	SEP	OCT	NOV	DEC	JAN 2001	FEB	MAR	APR	MAY	JUN
CHAIR	JC											
CHAIR-ELECT	DJL											
PAST CHAIR	DB											
SECRETARY	YF											
TREASURER	BC											
EDUCATION	RM											
ELECT-MEDIA	BC											
HISTORIAN	WM											
STANDARDS												
MEMBERSHIP	BE											
NQM	BE											
NEWSLETTER	DPT											
PROGRAMS	SM											
CORP-LIAISON	YF											
Other: Education Vice-Chair	FH											
Other: Guest Section Member	JD											
Other:												

AGENDA/ACTIONS:

1. Mission Statement and Introductions – All

The Chair read the Section's Mission Statement and Vision and the incoming Board members introduced themselves.

2. Review and Approval of June Minutes – All

The Board approved the meeting minutes for June.

3. Treasurer's Report – Casti

At the time of the meeting, the outgoing Treasurer (Greg Donovan) had not yet transferred all financial account information to the incoming Treasurer (Bill Casti). Therefore, no balance information was available.

4. Annual Report Inputs – Burke/Coley

The Past-Chair (Don Burke) is compiling input from the various committee chairs. The annual report is due to National by 1 August 2000. Ted Miller will perform the audit. Don hopes to have the audit report within a week and intends to present a summary at the July dinner meeting. The Chair (Jim Coley) requested that the Past-Chair and Chair-Elect (D.J. Law) research National's template for section by-laws with the intent of investigating the differences since 1995.

5. Arter Seminar – Casti/Coley

The seminar has been advertised in the section newsletter. The one-day seminar, *Quality Audits for Improvement of Supplier Performance*, will be offered at a cost of \$50.

6. August Meeting – McArthur

The board passed a motion to hold the August dinner meeting for the general membership at its normal schedule, i.e., Wednesday 9 August 2000.

7. "Buy 3 get 1 free" Dinner Initiative – McArthur

The board passed a motion to continue the "buy 3 get 1 free" dinner initiative as well as the free dinner for new members program. The board agreed to increase its efforts to publicize both programs by all available means, e.g., newsletter, web page, info line, and monthly dinner meetings. The Chair requested that each board member think about ways to get even more people to the dinner meetings.

8. Reimbursement of Expenses – Casti

In concert with ASQ National's *ASQ Board/Volunteer Travel Reimbursement Policy*, the board passed the following motion by a roll call vote of 9 yeas to 2 nays: Effective 6 July 2000, the board will reimburse local travel expenses to and from board meeting for each board member, committee member, or invited guest who files a request. Reimbursement will be made on a quarterly basis and at a flat rate of \$10 per person, per meeting attended. Reimbursement is not automatic; a request must be filed with the Treasurer.

Roll call:

9 Yeas: Burke, Eastham, Casti, Mercier, Law, McArthur, Mendus, Trumbo, & Fernandez
2 Nays: Hutchison & Coley

9. **Change of ISO 9000 Committee to Standards Committee – Casti**

The board passed a motion to change "ISO 9000 Committee" to the more inclusive title of "Standards Committee."

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

Newsletter: The outgoing Newsletter Chair (Jim Coley) announced the passing of the baton to the new Newsletter Chair, Ms. Davida P. Trumbo. Along with the "baton," Jim transferred to Davida the section scanner and newsletter software, and advised her that there is \$333 of postage remaining on the meter (which should cover about 2 more issues).

Corporate Liaison: The Corp-Liaison announced a new sustaining member: Booz Allen & Hamilton in McLean. YF will develop a brief article for the newsletter explaining the benefits of sustaining membership.

Education: CQM class to start 1 August, only 1 candidate for the CQE class. Gathering prep materials for the newly established Certified Quality Improvement Associate (CQIA). Certification prices going up, e.g., CQMgr from \$140 to \$235.

Membership: 27 individuals attended the recent membership event. We gained 2 new members and awarded a seven-year ASQ membership (Ms. Joan Dandurand) and 3 one-year memberships (Ray Crawford, Herb Singletary, and Robert Brawand). Treasurer will reimburse the Membership Chair for remaining expenses of \$2622.17. Membership Chair will bring the scholarship program proposal to closure at the next meeting.

Programs: June dinner meeting: 24 registered, 25 attended; July 12th dinner at Marco Polo, 17 registered to date. Aug 9th, Red Fox Inn.

Historian: Historian requested copies of any and all reports committee chairs may have developed.

11. **Other Business**

Don Burke informed the board of the possible loss of the check to Nora Grey. The Treasurer will put a stop payment on the first check and re-issue another.

The board passed the following motion by a roll call vote of 9 yeas and 2 abstained: To nullify last month's vote regarding a dinner meeting for board members only, and to hold the routine board meeting and full membership dinner meeting for August.

Roll call:

9 Yeas: Coley, Law, Mercier, Hutchison, Burke, Mendus, Casti, Fernandez, & McArthur

2 Abs: Trumbo & Eastham

The board passed a motion to hold an annual volunteer appreciation dinner, payable by the section and arranged by the Programs Chair with the final plan voted on by the board.

Noting no further business, the meeting was adjourned