

## ASQ SECTION 0511 BOARD MEETING MINUTES OF 5-OCTOBER-2000

LOCATION & TIME: DataZen, 7 PM

ATTENDANCE:

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

\* VIA PHONE

AGENDA/ACTIONS:

**1. Review and Approval of September Minutes – All**

The Board approved the meeting minutes for September.

**2. Treasurer's Report – Casti**

The Past-Treasurer (Bill Casti) reported a checking account balance of \$12,078.49. Active CDs take the total balance to \$21, 467.52. The board agreed to consider changing

the checking account from First Virginia Bank to Access National Bank to facilitate web access and management. The incoming Treasurer (Don Hill) has the lead in this effort.

**3. Treasurer Position – Coley**

With Bill Casti's relocation to NY, the board passed a motion to accept Don Hill as the new Treasurer and Jeff Parnes as the Chair of the Finance Committee. These positions take effect immediately and remain in effect for the remainder of the 2001 membership year. Bill Casti will call American Express to get a credit card for Don. Bill will also initiate the necessary changes in signature cards. Jim Coley will give Sue McArthur the key to the section P.O. box.

**4. Budget – All**

The board reviewed the budget provided by the Chair (Jim Coley). A motion to eliminate the scholarship fund was presented and defeated by a vote of 5 in favor, 6 against, and 2 abstained. This topic will be addressed again at the next board meeting.

**5. Credit Card Payment Procedures – Gavagan**

The board discussed some of the advantages and disadvantages of the current system for accepting credit card payments for dinner meetings. Don Hill and Jeff Parnes will investigate alternative means for accepting and processing these payments and will present their findings at the next board meeting.

**6. Arter Seminar – Coley**

Thirty individuals registered, 21 attended. The section netted \$17.94.

**7. Future Seminar Offerings – Coley**

Survey results showed that members are interested in more sessions on the following topics: root cause analysis, ISO 9000-2000, continuous improvement, CMM, and more on auditing in general.

**8. Newsletter Printing – Fogelsong**

Bill Fogelsong volunteered his company to produce the newsletter at no cost to the Section. The Section would still pay for postage.

**9. Standards Group – Fogelsong**

Nothing to report.

**10. November 2001 Regional Conference – All**

Jim Coley discussed this upcoming 2-day conference which will be held November 2001 at Johns Hopkins. The objective is to have various sections sponsor presentations and provide speakers.

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

**Newsletter:** Input due Friday, 13 Oct for the November issue. Jim Coley secured access to the membership database for the Newsletter Chair (Davida Trumbo).

**Education:** Will develop a spreadsheet to track registrations and present it at the next board meeting.

**Publicity:** OnQ is now published 4 times a year, instead of 6. The section listing includes the Info Line and information on the dinner meetings.

**Membership:** Current members in good standing (paid) 630, members who are unpaid but in the data base 217, therefore ASQ lists us as having 847 members. However, if they do not pay soon they will be dropped from the list. The current total membership for ASQ (as of Sept 5, 2000) is 97,178 as reported on the Division roster.

**Programs:** September Dinner Meeting statistics: 41 registered, 39 attended, 35 paid, 4 free. The November speaker cancelled. Oct 25 meeting: 27 registered thus far.

**Examining:** We have an adequate number of proctors for upcoming exams.

**12. Other Business**

Bob Weiss officially resigned as the lead and the MOP group is closed. The board passed a motion to invite Bob to an upcoming dinner meeting (free dinner) and present him with a plaque in appreciation for his long time support.

Noting no further business, the meeting was adjourned