

ASQ SECTION 0511 BOARD MEETING MINUTES OF 4-JANUARY-2001

LOCATION & TIME: DataZen, 7 PM

ATTENDANCE:

	6 JUL 2000	3 AUG	7 SEP	5 OCT	2 NOV	7 DEC	4 JAN 2001	FEB	MAR	APR	MAY	JUN
CHAIR	JC	JC	JC	JC	JC							
CHAIR-ELECT	DJL	DJL	DJL		DJL	DJL	DJL					
PAST CHAIR	DB	DB	DB									
SECRETARY	YF			YF	YF	YF						
TREASURER	BC	BC		DH	DH		DH					
EDUCATION	RM		RM	RM								
ELECT-MEDIA	BC	BC		BC*		BC						
HISTORIAN	WM	WM				WM	WM					
STANDARDS			BF	BF			BF					
MEMBERSHIP	BE	BE		BE			BE					
NQM	BE	BE		BE			BE					
NEWSLETTER	DPT	DPT	DPT	DPT	DPT	DPT	DPT					
PROGRAMS	SM	SM	SM	SM	SM	SM	SM					
CORP-LIAISON	YF			YF	YF	YF						
PUBLICITY			TG	TG	TG							
Other: Education Vice-Chair	FH	FH	FH	FH	FH		FH					
Other: Finance				JP		JP	JP					
Other: Examining & Recert				RS	RS		RS					
Other: Guest Section Member	JD				JD							

* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

AGENDA/ACTIONS:

1. Review and Approval of December Minutes – All

The Board reviewed and approved the meeting minutes.

2. Treasurer's Report – Hill

The Treasurer (Don Hill) discussed the Section's financial position and volunteered to submit the profit and loss statement via email. All payments require receipts. The Treasurer reports the following balances as of 12/31/00:

\$16,544.50 Checking
 52.43 Petty Cash
 4,150.89 CD

 \$20,747.82 total

Approximately 96% of the budget is spent. Projected income was not part of the budget process. We will have additional funds above the budgeted amount. The Board was asked to review the Profit & Loss vs Budget Spreadsheet for changes.

3. Payment and Reimbursement Processes-Hill

- A check request form is to accompany the original invoice. Frank volunteered to send electronic copy to Don.
- Dinner meeting reimbursements consisting of both cash and checks are to be received at the same time
- One of the Executive Board Members who has a credit card should be present at dinner meetings. The order of payment is as follows:
Treasurer → Chair → Chair-Elect

4. Scholarship Close Out - Eastham

The Membership Chair (Bill Eastham) presented a preliminary draft of the scholarship program for review. Discussions were held on the scholarship program, including:

- Mission of ASQ in promoting scholarship
- Section budget concerns (exceeding proposed budget)
- If the Science Fair Award disappeared, the need for a scholarship should also vanish
- Subject discussions inconsistencies due to the makeup of board and the frequency of attendance at Board meetings
- General membership sensitivity
- Purpose of the scholarship

A motion was made to implement the scholarship program in accordance with the preliminary draft with wording changes and success metrics. The motion passed with 7 ayes, 2 nays, and no abstentions.

5. Meeting Locations - D.J. Law

It was agreed that meeting place designations would occur at the end of the meeting. The next meeting will be held at Data Zen.

6. Reports from Committee Chairs – All

Newsletter: The postal bulk mail account has been increased by \$700. The March newsletter will focus on Membership and Scholarship and will require input from the Membership Chair.

Programs: December dinner meeting had 33 people registered and 26 people in attendance. Programs is looking into the Amphora restaurant as an alternative location options for 2001. The January speaker is Donna Thomas of Roxel.

Standards: Currently in the process of initiating meeting and working with the publications chairs to coordinate speakers and programs.

Membership: Five new members joined in December. The current membership is 724.

Noting no further business, the meeting was adjourned

Minutes prepared by: Davida Trumbo, Section 0511 Newsletter Committee Chair

ATTENDANCE KEY:

INITIALS	FULL NAME	BOARD POSITION(S)
JC	Jim Coley	Chair
DJL	Dorian J. Law	Chair Elect
DB	Don Burke	Past Chair
DH	Don Hill	Treasurer
YF	Yvonne Fernandez	Secretary, Corporate Liaison
WM	Walter Mendus	Section Historian
SM	Sue McArthur	Programs Chair
DPT	Davida P. Trumbo	Newsletter Chair
BE	Bill Eastham	Membership Chair, NQM
BC	Bill Casti	E-Media Chair
RM	Roger Mercier	Education Chair
FH	Frank Hutchison	Education Vice Chair
TG	Tim Gavagan	Publicity Chair
RS	Roger Schaffer	Examining/Recertification Chair
BF	Bill Fogelsong	Standards Chair
JP	Jeff Parnes	Finance Committee
JD	Joan Dandurand	Guest - Section Member