

ASQ SECTION 0511 BOARD MEETING MINUTES OF 1-FEBRUARY-2001

LOCATION & TIME: DataZen, 7 PM

ATTENDANCE:

	6 JUL 2000	3 AUG	7 SEP	5 OCT	2 NOV	7 DEC	4JAN 2001	1 FEB	1 MAR	APR	MAY	JUN
CHAIR	JC	JC	JC	JC	JC			JC				
CHAIR-ELECT	DJL	DJL	DJL		DJL	DJL	DJL	DJL				
PAST CHAIR	DB	DB	DB									
SECRETARY	YF			YF	YF	YF		YF				
TREASURER	BC	BC		DH	DH		DH	DH				
EDUCATION	RM		RM	RM				RM				
ELECT-MEDIA	BC	BC		BC*			BC	BC				
HISTORIAN	WM	WM					WM	WM	WM			
STANDARDS			BF	BF			BF	BF				
MEMBERSHIP	BE	BE		BE			BE	BE				
NQM	BE	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		YF				
PUBLICITY			TG	TG	TG							
Other: Education Vice-Chair	FH	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 January Minutes – All

The Board reviewed and approved the meeting minutes.

2. Treasurer's Report – Hill

The Treasurer (Don Hill) reports the following balances:

\$16,809.88 Checking
 52.43 Petty Cash
 4,150.89 CD

 \$21,013.20 total

3. Procurement of Payment Processing Services – Coley

The Board discussed current practices for procuring services for processing dinner meeting credit card payments. At this time these payment are processed at cost through quality.org – which is owned by the E-Media Chair (Bill Casti). After review of input from National regarding potential conflict of interest, the Board approved a motion to continue with the current process.

4. Region 5 ASQ Quality Conference – Coley

The objective of the Region 5 Quality Conference is to provide an AQC-type forum for the Region to address quality issues. Our Section was invited to participate by identifying and sponsoring speakers. The Section Chair (Jim Coley) suggested bringing in Joan Dandurand and will solicit other speakers and ideas. Jim will prepare a write-up on this topic for the Section Newsletter. The Chair Elect (DJ Law) volunteered to participate.

5. Section By-Law Revisions – Law

DJ Law will email the revised by-laws to the Board before the next Board meeting for their review and comment. The Board must then vote to approve sending the revisions to National for their approval.

6. IT Excellence Symposium – Law

This will be the first of an annual meeting to champion excellence in the IT industry. There are currently about 100 individuals pre-registered.

7. Science Fair Participation – Casti

The Northern Virginia Regional Science Fair will be held 17 March 2001 at Wakefield High School. The Section has volunteered 2 judges. The Board discussed issues related to cash awards on behalf of the Section. The Board passed a motion to empower the section-sponsored judges to award a total of five hundred dollars (\$500) as they see fit. The awards will be paid as money order to prevent problems with un-cashed checks.

A few prior award checks have not cleared yet. Don Hill will give the names of these awardees to Roger Mercier so that he can call these individuals and advise them to cash their checks within the next 90 days.

8. Reports from Committee Chairs – All

Education: Submitted proposal for re-pricing of ASQ Certification classes. At present rate structure, 7 paying students are required for a class to be viable financially. We have

been operating at a loss in the past. However, our ability to subsidize these classes is limited. Several changes in the current structure are proposed. Board members are requested to review and provide comments.

Membership: 729 paid members + 172 unpaid. Still trying to establish viable metrics for measuring the success of the scholarship program.

Standards: Could not find MOP charter, needs a POC. Will find, revise, and re-issue to the Board for review and comments.

Examining: Hosted pilot exam for CQIAssoc. 23 signed up, 19 showed. Next exam 3 March, no need for additional proctors.

Programs: Sue needs the attendance list for the January dinner meeting. Bill has a faxed copy that he will send to her. Don has the original. 27 registered for February at the Red Fox Inn.

9. Other Business

AOQC is offering a 1-day ISO Transitions Training Course. The cost to the section is the cost of the room and refreshments. The Board agreed that it was a worthwhile investment.

The Board voted to have the next monthly Board meeting at DataZen.

Noting no further business, the meeting was adjourned

Minutes prepared by: Yvonne Fernandez, Section Secretary

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