

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

LOCATION & TIME: Booz Allen & Hamilton, 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	JC			
CHAIR-ELECT	DJL	DJL	DJL		DJL	DJL	DJL	DJL				
PAST CHAIR	DB	DB	DB									
SECRETARY	YF			YF	YF	YF		YF	YF			
TREASURER	BC	BC		DH	DH		DH	DH				
EDUCATION	RM		RM	RM				RM	RM			
ELECT-MEDIA	BC	BC		BC*			BC	BC	BC			
HISTORIAN	WM	WM					WM	WM	WM	WM		
STANDARDS			BF	BF			BF	BF				
MEMBERSHIP	BE	BE		BE			BE	BE	BE			
NQM	BE	BE		BE			BE	BE	BE			
NEWSLETTER	DPT	DPT	DPT	DPT	DPT	DPT	DPT					
PROGRAMS	SM	SM	SM	SM	SM	SM	SM		SM			
CORP-LIAISON	YF			YF	YF	YF		YF	YF			
PUBLICITY			TG	TG	TG				TG			
Other: Education Vice-Chair	FH	FH	FH	FH	FH		FH	FH	FH			
Other: Finance				JP		JP	JP					
Other: Examining & Recert				RS	RS		RS					
Other: Guest Section Member	JD				JD				AH			

* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

AGENDA/ACTIONS:

1. Review and Approval of February Minutes – All

The minutes of the February Board meeting were not available for review and approval. The Board will review and approve the February minutes in conjunction with the March minutes.

2. Treasurer's Report – Hill

The Treasurer (Don Hill) reports the following balances as of 28 February 2001:

ASSETS:

\$15,091.16 Checking
 52.43 Petty Cash
 4,150.89 CD

 \$19,294.48 total

LIABILITIES & EQUITY:

\$ 749.79	Accounts Payable (American Express)
18,544.69	Equity

\$19,294.48	total

Don updated the address for the CD at First VA bank and mailed the quarterly financial report to National on 12 February 2001. The next quarterly report is due 15 May 2001. Don notes that he wrote to National and advised them that he has not been receiving notice of the automatic allotments to out checking account. His only notification has been through the bank statements.

3. Election Status – Coley

Nominations need to be brought to the floor at the 14 March dinner meeting. Roger Mercier accepted the nomination as Chair Elect. Effective date for new Board is 1 July 2001.

4. Fall Regional Quality Conference – Coley

The conference will be held November 12-13 2001 at Johns Hopkins. This AQC-like event will include several speakers – 2 from our Section. It will also include an assortment of seminars and tutorials. There will be a call for papers in the next 30 days or so. The target date for publicity is end of May.

5. ASQ Building Initiative – Coley

ASQ National lost their lease in Milwaukee and are poised to rebuild an existing building – still in Milwaukee. Members may make contributions to the building fund, a \$1000 contribution gets the contributor's name on a plaque. Various proposals for participating were discussed and will be considered over the next few months.

6. Board Meeting/Dinner Meeting Locations – Gavagan

The Board discussed the viable alternative locations for the monthly Board Meeting and Dinner Meeting. The goal is to continue making these meetings accessible to the general membership within the Section footprint. The Board agreed to establish tools to survey the membership on a continuing basis regarding preferred locations and to re-assess on a regular basis.

The Board agreed that Board meetings will be held at Freddie Mac with Booz Allen as an alternate. (**Secretary's Note:** Since the Board meeting, Freddie Mac has been

determined to be non-viable. Board meetings will be held at Booz Allen in McLean, Virginia until further notice.)

7. Alternate Web Page Support – Gavagan

The Board discussed current web page support and agreed to continue as is.

8. Reports from Committee Chairs – All

Education: Membership has expressed a lot of interest in CSQE and other certification classes.

Membership: 758 current members, 9 cards to new members. Published 2000 brochures on the scholarship program and distributed them throughout Fairfax County, Alexandria, and Arlington. Will provide to E-Media Chair to put up on web.

9. Other Business

The Board discussed the availability of ASQ policies (including 25-30 new policies) on-line through ASQnet. The Chair brought this resource to the attention of the Board and requested that Board members implement and reference applicable policies during the course of Section business.

The Board discussed support to the NOVA Regional Science Fair. Regarding potential support to other similar events, the Board agreed to limit participation to the Regional event.

The Board revisited the general notion of ensuring coverage of the Section footprint. The Membership Chair (Bill Eastham) agreed to develop a chart that listed the counties/cities that fall within the Section.

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
AH	Aubrey Hamilton	Guest - Section Member