

ASQ SECTION 0511 BOARD MEETING MINUTES OF 5-APRIL-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	5 APR	MAY	JUN
CHAIR	JC	JC	JC	JC	JC			JC	JC			
CHAIR-ELECT	DJL	DJL	DJL		DJL	DJL	DJL	DJL		DJL		
PAST CHAIR	DB	DB	DB									
SECRETARY	YF			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	BC		
HISTORIAN	WM	WM					WM	WM	WM	WM		
STANDARDS			BF	BF			BF	BF				
MEMBERSHIP	BE	BE		BE			BE	BE	BE	BE		
NQM	BE	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	YF		
PUBLICITY			TG	TG	TG				TG			
EXAMINING & RECERT				RS	RS		RS			RS		
Other: Education Vice-Chair	FH	FH	FH	FH	FH		FH	FH	FH			
Other: Finance				JP			JP			JP		
Other: Guest Section Member	JD				JD				AH			

* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

AGENDA/ACTIONS:

1. Review and Approval of February and March Minutes – All

The Board reviewed and approved the meeting minutes.

2. Treasurer's Report – Hill/Fernandez

The Treasurer (Don Hill) reports the following balances as of 31 March 2001:

ASSETS:

\$12,213.85 Checking
 52.43 Petty Cash
 4,150.89 CD

 \$16,417.17 total

LIABILITIES & EQUITY:

\$ 362.16	Accounts Payable
16,055.01	Equity

\$16,417.17	total

Don will meet with the incoming Treasurer. He will introduce his budget and transition plan at the May Board Meeting.

The Auditing Committee Chair position is currently vacant. This function is responsible for ensuring that the Section financial records are audited on an annual basis. The board will request a volunteer from the general membership via a general notice email.

3. Elections – Law

Elections for Executive Board Members for Section 0511 were held 13 March 2001. The nominated members were voted in by acclamation of the general membership. The following new Board positions become effective 1 July 2001:

Officers:

Chair	Dorian J. Law
Chair-Elect	Roger Mercier
Secretary	Yvonne Fernandez
Treasurer	Jeff Parnes

Committee Chairs:

Auditing	Dorian Law (Acting)
Education	Quentin H. Conroy
Examining/Certification	Roger Schaffer
Historian	Walt Mendus
Internet Liaison	Bill Casti
Membership	Bill Eastham
Newsletter	David P. Trumbo
Programs/Speakers	Sue McArthur
Publicity	Aubrey Hamilton

4. Results of Partners in Excellence Symposium – Law

This was the first annual event, held at the Applied Physics Laboratory on the campus of Johns Hopkins University. 128 attendees were present. ASQ Section 0511 is a member of this Partners in Excellence group. This group is now meeting monthly to plan for next year's event. Call for papers will go out in late summer/early fall. Have reserved same facility for March 2002.

5. **Region 5 Conference Planning Update – Law**

The conference is scheduled to be held in Columbia MD, at the Johns Hopkins Applied Physics Laboratory. Planners are expecting several hundred participants. Our section Chair (Jim Coley) and Chair-Elect (DJ Law) have participated in conference calls and other meetings to address planning issues. The Section will sponsor DJ Law to attend and participate in the conference.

6. **Paid Advertising/Personal Advertising – Casti**

The E-Media Chair (Bill Casti) has received several requests from individuals who want to advertise quality-related events, services, and products on our section's website. The Board agreed to apply the same protocols and criteria as used in selling advertising space on our newsletter. Bill will develop an appropriate fee structure and present it to the Board for consideration at the next monthly meeting.

The Board determined that it is not appropriate to mix personal business with ASQ business in messages to the general membership.

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

Publicity: The phone line has been updated as appropriate.

Membership: As requested at last month's Board meeting, the Committee Chair (Bill Eastham) provided the Board with maps depicting the footprint outlined by membership addresses for Section 0511. (ASQ breaks up sections by zip codes.) Based on a review of this information, the Board determined that the current locations for dinner meetings served a large portion of the general membership, and that an additional location around Alexandria and/or Annandale should also be considered. The Programs Chair will look into these locations.

Examining: Exams are on schedule. There is a decline in people taking the exams and re-certification, which correlates with the decline in membership. ASQ is holding a pilot exam for 6 Sigma Black Belt on 6 May and 2 June (150 questions).

Historian: Asked for membership breakdown.

E-Media: Science Fair judges looked at 310 projects and awarded \$200 to the top 4. The Board had previously agreed to provide \$500 for awards. AQC (Bill Casti) will provide the remaining \$300. Judges may claim 0.1 re-certification units per hour served.

8. **Other Business**

We have not received any scholarship requests to date. May need to look into re-circulating the information.

The Board clarified that a Board member must either be physically present at the Board meeting or conferenced in by phone to participate in voting activities.

Noting no further business, the meeting was adjourned

Minutes prepared by: Yvonne Fernandez, Section 0511 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 (July 00 – March 01)
AH	Aubrey Hamilton	Guest - Section Member/Publicity Chair (Apr 01 – present)
RS	Roger Schaffer	Examining/Recertification Chair
BF	Bill Fogelsong	Standards Chair
JP	Jeff Parnes	Finance Committee
JD	Joan Dandurand	Guest - Section Member