

ASQ SECTION 0511 BOARD MEETING MINUTES OF 12 JULY 2001

LOCATION & TIME: Booz Allen & Hamilton, 7 PM

ATTENDANCE:

	12 JUL 2001	AUG	SEP	OCT	NOV	DEC	JAN 2002	FEB	MAR	APR	MAY	JUN
CHAIR	DJL											
TREASURER	JP											
SECRETARY	YF											
CHAIR-ELECT	RM											
PAST CHAIR												
EDUCATION	QC											
ELECT-MEDIA												
HISTORIAN												
STANDARDS												
MEMBERSHIP	BE											
NQM												
NEWSLETTER												
PROGRAMS												
CORP-LIAISON												
PUBLICITY												
EXAMINING & RECERT												
Other: Education Vice-Chair												
Other: Finance	DH											
Other: Guest Section Member												

* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

AGENDA/ACTIONS:

1. Review and Approval of June Minutes – All

June minutes were not readily available at the time of this meeting and so the review and approval of these minutes were tabled until the next Board meeting.

2. Treasurer's Report – Parnes

The Treasurer (Jeff Parnes) reports the following balances:

\$10,865.70 Checking
4,339.09 CD

(Additional discussions under item 4, below.)

3. Annual Report Status – All

The Section Chair (DJ Law) requested that each past committee chair provide their input to the annual report 31 July 2001.

4. External Audit Status

The Section is undergoing a routine financial audit by ASQ. Jeff reported that he still needs the June 2001 bank statement, which was never received in the mail. He requested a new one from the bank in order to finish the annual report. Once he has finished the report, he will submit it to the auditor for a review of financial records related to the past year, i.e., July 200 through June 2001. We are awaiting final closeout of books and a quote from Jim Burgess & Associates (National will pick up the tab).

5. Monthly Dinner Meeting Cards

Intertek will resume sending out the yellow dinner meeting cards. Programs will develop an on-line template that can be edited as needed. Programs hopes to have this system in place in time for the August dinner meeting.

6. Root Cause Analysis Related to Science Fair Checks

The Chair Elect (Roger Mercier) agreed to contact the individuals involved and seek input as to what happened with the uncashed checks. He will conduct a root cause analysis with their input and provide recommendations to the Board for process improvement.

7. Discussion of Pass/Fail Rates from Last Exam Cycle

Certification tests were administered on 2 June 2001. The pass rate is as follows:

CQA: 9 out of 15 students who took the test passed,
CQE: 1 out of 2 passed,
CSQE: 8 out of 17 passed,
CQIA: 5 out of 6 passed.

A common thread of concern from the participants is the poor quality of textbooks that are intended to prepare students to take and pass these exams. The Education Chair (Quentin Conroy) will identify and assess replacement texts, and report back to Board at next meeting.

8. New ASQ Dues Disbursement Policy

ASQ will now provide each section with a monthly income based on the number of new or renewed memberships rather than as a lump sum at the beginning of the FY.

9. Reports from Committee Chairs

Education: (See item 7 above)

Membership: 862 members

Scholarship: Not a single student applied for the \$2000 scholarship. Need to get the word out to school guidance counselors. The Board agreed to cancel the scholarship for this year and determine what steps need to be taken for next year.

Finance: Former Treasurer (Don Hill) turned everything over to Jeff.

Newsletter (via email): 809 mailed 6/28/01. \$603.06 remains in the postage account. Permit #5263 will expire in November if not renewed.

Auditing Committee (via email): Members Ray Crawford, Lolita Harris, and Jim Goodrich have volunteered. Jim Wilson will act as a backup-alternate.

10. Other Business

Noting no further business, the meeting was adjourned

Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary

ATTENDANCE KEY:

INITIALS	FULL NAME	BOARD POSITION(S)
DJL	Dorian J. Law	Chair
JP	Jeff Parnes	Treasurer
YF	Yvonne Fernandez	Secretary, Corporate Liaison
RM	Roger Mercier	Chair Elect
JC	Jim Coley	Past Chair
DH	Don Hill	Finance Committee
WM	Walter Mendus	Section Historian
SM	Sue McArthur	Programs Chair
BE	Bill Eastham	Membership Chair, NQM
BC	Bill Casti	E-Media Chair
AH	Aubrey Hamilton	Publicity Chair
RS	Roger Schaffer	Examining/Recertification Chair
BF	Bill Fogelsong	Standards Chair
QC	Quentin Conroy	Education Chair
FH	Frank Hutchison	Education Vice Chair