

ASQ SECTION 0511 BOARD MEETING MINUTES OF 4 OCT 2001

LOCATION & TIME: WINDWALKER CORPORATION, 7 PM

ATTENDANCE:

	12 JUL 2001	AUG	6 SEP	4 OCT	NOV	DEC	JAN 2002	FEB	MAR	APR	MAY	JUN
CHAIR	DJL			DJL								
TREASURER	JP			JP								
SECRETARY	YF			YF								
CHAIR-ELECT	RM			RM								
PAST CHAIR				JC								
EDUCATION	QC											
ELECT-MEDIA												
HISTORIAN				WM								
STANDARDS												
MEMBERSHIP	BE			BE								
NQM												
NEWSLETTER												
PROGRAMS				SM								
CORP-LIAISON				YF								
PUBLICITY				AH								
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 September 2001 Minutes – All

The September minutes were reviewed and approved by the Board.

2. Treasurer's Report/2001 Budget – Parnes

The Treasurer (Jeff Parnes) reports the following balances (with the exception of third party deposits for Aug/Sept):

Assets:

\$1,760.55 Checking
 41.68 Petty Cash
 4,339.09 CD
 \$6,141.32 Total

Liabilities & Equity:

\$ 200.00	Accounts Payable
<u>5,941.32</u>	<u>Equity</u>
\$ 6,141.32	Total

The Board passed a motion to pay the necessary fees for electronic access to the Section's back account information to facilitate real-time decisions. The Treasurer will contact the back and start the process. He will also purchase printer checks (approx \$80). The Treasurer sent out to the Board copies of last year's budget with a request for input for this year's budget. The Treasurer will consolidate all input and present the summary budget to the Board for review.

3. E-mail Courtesy – Mercier

The Board re-affirmed their commitment to courtesy and appropriate business behavior within all communications, including email.

4. Education Chair Vacancy – Mercier

The Chair (DJ Law) announced that Quentin Conroy has resigned as Education Chair and that Roger Mercier would serve as Acting Education Chair until another candidate is found. The Chair will announce the vacancy at the upcoming dinner meetings.

5. Report of CPA Audit of Section 0511 – Coley/Law

The Past Chair (Jim Coley) provided copies of the audit report to the attending Board members. The Chair asked the Treasurer to review the report and provide an overview of the results (with corrective actions if necessary) at the next Board meeting.

6. Region 5 Conference Update – Law

As of the day of the Board meeting, there were only 3 speakers and 6 volunteers registered. The conference may be at risk due to lack of participation. The Chair and Past Chair will participate in a conference call on 11 October 2001 to discuss the future of the conference.

7. Reports from Committee Chairs

Publicity: Developed and distributed press release on upcoming Regional Conference. Received key to the Section's mailbox from the Programs Chair.

Programs: Program activities for September were cancelled due to the tragic events of September 11th. The Board discussed the need to have multiple accesses to the Section Website for circumstances where we need to update information on an emergency basis.

Education: No one signed up for CQE classes, 2 signed up for CQA.

Membership: 862 members, 6 new members

Finance: Jeff needs help with registrations at dinner meetings when he cannot attend.

Examining (via email): Next exam site is at ADI Technologies, Suite 300, 1600 N. Beauregard Street, Alexandria, VA 22311 (202) 781-1336.

8. Other Business

The Board approved a motion to conduct a pilot study to test the plausibility of combining the monthly Board meeting with the monthly dinner meeting. The Board will meet prior to the December dinner meeting at the Herndon Amphora, and again prior to the January dinner meeting. On each occasion, the Board will meet promptly at 5:30 and adjourn promptly at 6:30. The Board will require the treasurer's report and past minutes at least one week before the meeting, to allow them to review these in preparation for the meeting. The Board further approved a motion that when a Board meeting is conducted in this manner, in conjunction with a dinner meeting, that the evening's dinner for each attending Board member will be paid for from Section funds.

As a cost saving measure, the Board decided that only the Chair and Programs need to retain American Express cards. All other card holders must return their cards to DJ at the next meeting.

The Board passed a motion to sell the portable section display to Windwalker Corporation for \$1500.

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