

ASQ SECTION 0511 BOARD MEETING MINUTES OF 1 NOV 2001

LOCATION & TIME: WINDWALKER CORPORATION, 7 PM

ATTENDANCE:

	12 JUL 2001	AUG	6 SEP	4 OCT	1 NOV	DEC	JAN 2002	FEB	MAR	APR	MAY	JUN
CHAIR	DJL		DJL	DJL	DJL							
TREASURER	JP		JP	JP	JP							
SECRETARY	YF			YF	YF							
CHAIR-ELECT	RM		RM	RM	RM							
PAST CHAIR			JC	JC								
EDUCATION	QC		QC		DL							
ELECT-MEDIA					BC*							
HISTORIAN			WM	WM	WM							
STANDARDS												
MEMBERSHIP	BE		BE	BE	BE							
NQM												
NEWSLETTER												
PROGRAMS			SM	SM	SM							
CORP-LIAISON				YF	YF							
PUBLICITY			AH	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 October 2001 Minutes – All

The October 2001 minutes were reviewed and approved by the Board.

2. Treasurer's Report/2001-2002 Budget – Parnes

The Treasurer (Jeff Parnes) reports the following balances:

Assets:

\$ 205.52	Checking/Savings
41.68	Petty Cash
<u>4,339.09</u>	CD
\$ 4,586.29	Total

Liabilities & Equity:

\$ 200.00	Accounts Payable
<u>4,386.29</u>	<u>Equity</u>
\$ 4,586.29	Total

The Treasurer also reported back on corrective actions resulting from the recent audit findings. For example, he has begun to photocopy each check onto the corresponding bill or invoice (which must be signed per Section protocols) to demonstrate the link and document the expenditure justification/authorization.

The Treasurer further noted that National has not received the Section's annual report for the closeout year and that they will not provide the Section with any funds until they get that report. It is the Board's understanding that that Past Chair (Jim Coley) had submitted the annual report to National. The Chair agreed to discuss this matter with the Past Chair and report back to the Board. The Board recommended that the Treasurer cash in the CD to fortify the checking account.

The Treasurer reported that MBNA offered to provide credit cards with no monthly fee. He ordered five cards for select Board members. He also investigated the computerized access capabilities at First Virginia Bank and he felt that their service was acceptable and would facilitate the Section's finance management.

The Treasurer received budget input from Programs and the Section Historian. He still needs input from the remaining Board members.

3. Appointment of Education Chair – Law

The Board approved Dennis Lasley's appointment as the new Education Chair. He is highly qualified and has been a Section 0511 member for the past three years. The E-media Chair (Bill Casti) will make the necessary changes to the email distribution and the Section's website.

4. Region 5 Conference Update – Law

In light of the small number of registered participants, the Region 5 Conference Planning Committee will be meeting on 2 November 2001 to discuss whether or not this conference will be held as scheduled. The Chair (DJ Law) will email the Board regarding the decision as soon as he hears.

5. Website Access Options – Mercier/Casti

The Chair-Elect (Roger Mercier) agreed to identify a candidate to help the E-media Chair with the maintenance of the Section website.

6. Reports from Committee Chairs

Programs: 42 individuals registered for the Oct dinner meeting; 40 attended

Historian: Needs copies of annual report and past reports we gave to the auditors for their review

Membership: 691 members, we should be getting \$9K for this year.

Examining (via DJL): 15 examinees registered, 8 showed up = 6 CQMgr + 2 CQT; next exam location will be Fairfax High School.

7. Other Business

The Secretary (Yvonne Fernandez) turned in her Section American Express card to the Chair.

The Chair Elect agreed to send the E-media Chair the necessary information for updating the records on the new Auditing Chair and Standards Committee Chair.

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, Acting Education Chair (Oct 2001)
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
JD	Joan Dandurand	Standards Chair (October 2001 - present)
BF	Bill Fogelsong	Standards Chair (June 2001 - Sept 2001)
DL	Dennis Lasley	Education Chair (Nov 2001 - present)
QC	Quentin Conroy	Education Chair (June 2001 – Sept 2001)
FH	Frank Hutchison	Education Vice Chair (June 2001 - Sept 2001)