

ASQ SECTION 0511 BOARD MEETING MINUTES OF 13 FEB 2002

LOCATION & TIME: Red Fox Inn, Middleburg, 5:30 PM

ATTENDANCE:

	12 JUL 2001	2 AUG	6 SEP	4 OCT	1 NOV	12 DEC	9 JAN 2002	13 FEB	MAR	APR	MAY	JUN
CHAIR	DJL	DJL	DJL	DJL	DJL	DJL	DJL					
TREASURER	JP	JP	JP	JP	JP	JP		JP				
SECRETARY	YF			YF	YF	YF	YF	YF				
CHAIR-ELECT	RM	RM	RM	RM	RM	RM	RM	RM				
PAST CHAIR		JC	JC	JC								
EDUCATION	QC	QC	QC		DL	DL	DL					
ELECT-MEDIA		BC			BC*							
HISTORIAN		WM	WM	WM	WM		WM					
STANDARDS												
MEMBERSHIP	BE	BE	BE	BE	BE	BE		BE				
NQM												
NEWSLETTER												
PROGRAMS		SM	SM	SM	SM	SM	SM	SM				
CORP-LIAISON				YF	YF	YF	YF	YF				
PUBLICITY		AH	AH	AH		AH	AH	AH				
EXAMINING & RECERT												
FINANCIAL AUDIT							RC					
Other: Programs Committee							MR	MR				
Other: Finance	DH											

* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

AGENDA/ACTIONS:

1. Review and Approval of January 2002 Minutes – All

The January 2001 minutes were reviewed and approved by the Board, with the provision that the missing financial information would be inserted prior to finalizing.

2. Treasurer's Report – Parnes

The Treasurer (Jeff Parnes) reports the following balances:

Assets:

\$8,706.99	Checking/Savings
<u>31.63</u>	Petty Cash
\$8,738.62	Total

Liabilities & Equity:

\$ 256.61	Accounts Payable
<u>8,482.01</u>	<u>Equity</u>
\$8,738.62	Total

3. 2002 Budget – Parnes

This item was tabled until next month's meeting.

4. Credit Card Processing/Dinner Meeting Payments – Fernandez/Casti

Credit card payments for dinner meetings from the last few months have not been processed. The Board approved a motion to stop accepting payments over the internet. However, the Board will continue to accept reservations over the internet.

5. Reports from Committee Chairs

Programs: January dinner meeting - 19 reservations, 20 attended; 20 registered for February. We have speakers lined up for March, April, May, and July. June we will award the Science Fair prizes. Aubrey will try to get someone from the Red Cross for August.

Publicity: Will use membership list from National for the Newsletter.

Chair Elect: The Northern Shenandoah Chapter letter was sent. National will vote for certification in May. Will attempt a joint effort in June. Next exam date is March 2, 2002. Will address new policies for recertification at next dinner meeting.

6. Other Business

Noting no further business, the meeting was adjourned

7. Items for Next Month's Agenda

- 2002 Budget - Parnes
- Credit Card Processing/First Virginia Bank Option – Parnes

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
MR	Marie Rondot	Programs Committee Member
BE	Bill Eastham	Membership Chair, NQM
BC	Bill Casti	E-Media Chair
AH	Aubrey Hamilton	Publicity Chair
RS	Roger Schaffer	Examining/Recertification Chair
RC	Ray Crawford	Financial Audit 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)