

## ASQ SECTION 0511 BOARD MEETING MINUTES OF 8 MAY 2002

LOCATION & TIME: Marco Polo, Vienna/5:30 PM

ATTENDANCE:

	12 JUL 2001	2 AUG	6 SEP	4 OCT	1 NOV	12 DEC	9 JAN 2002	13 FEB	13 MAR	10 APR	8 MAY	JUN
CHAIR	DJL	DJL	DJL	DJL	DJL	DJL	DJL		DJL		DJL	
TREASURER	JP	JP	JP	JP	JP	JP		JP	JP		JP	
SECRETARY	YF			YF	YF	YF	YF	YF		YF	YF	
CHAIR-ELECT	RM	RM	RM	RM	RM	RM	RM	RM		RM	RM	
PAST CHAIR		JC	JC	JC								
EDUCATION	QC	QC	QC		DL	DL	DL				DL	
ELECT-MEDIA		BC			BC*				BC			
HISTORIAN		WM	WM	WM	WM		WM			WM		
STANDARDS												
MEMBERSHIP	BE	BE	BE	BE	BE	BE		BE		BE		
NQM												
NEWSLETTER												
PROGRAMS		SM	SM	SM	SM	SM	SM	SM	SM	SM	SM	
CORP-LIAISON				YF	YF	YF	YF	YF		YF	YF	
PUBLICITY		AH	AH	AH		AH	AH	AH	AH	AH	AH	
EXAMINING & RECERT												
FINANCIAL AUDIT							RC					
Other: Programs Committee							MR	MR		MR	MR	
Other: Finance	DH										JT	

\* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

### AGENDA/ACTIONS:

#### 1. Review and Approval of April 2002 Minutes – All

The April 2002 minutes were reviewed and approved by the Board, with the provision that the missing financial information would be inserted prior to finalizing and posting on the website.

#### 2. Treasurer's Report – Parnes

The Treasurer (Jeff Parnes) reported the following balances as of 30 April 2002:

Assets:

\$ 13,200.36	Checking/Savings
<u>31.63</u>	Petty Cash
\$ 13,231.99	Total

## Liabilities &amp; Equity:

\$ 200.00	Accounts Payable
<u>13,031.99</u>	Equity
\$ 13,231.99	Total

The Treasurer reported that the section had received a full reimbursement from ASQ National for all audit costs. He also reported that he had re-applied for an MBNA credit card account. The Board passed a motion to authorize the soon to be elected board members to be card holders. These individuals would include Roger Mercier, Jeff Parnes, Yvonne Fernandez, Sue McArthur, and DJ Law (see item 4, below).

### 3. Budget Discussion – Parnes

This item was tabled until the June or July Board meeting.

### 4. 2002-2003 Election – Law

The Chair (DJ Law) reiterated that the ASQ FY runs from 1 July to 30 June, and that ASQ0511 has traditionally held its Board elections in May. The Chair recently received a notification from the ASQ Region 5 Regional Director that our statement of officers is due to National on 1 May. The Board concurred that our statement will be late this year, and DJ agreed to investigate this requirement and report back to the Board for corrective action, if necessary for future years. The incoming officers include the following individuals:

Roger Mercier – Chair  
 Aubrey Hamilton – Chair Elect  
 Jeff Parnes – Treasurer  
 Yvonne Fernandez – Secretary

DJ will investigate the requirements for serving as Chair. The voting by the section members will be done at the dinner meeting following this Board meeting, by acclamation.

### 5. Standards SIG Support – Law/Mercier

Joan Dandurand has served as the facilitator for the Standards SIG for the past 6 months. The Board apologizes to her for the out-of-date information on our website that indicates this position as a vacancy. The Board will request that the webmaster remove the text requesting a facilitator and replace it with June's dinner meeting blurb.

## 6. Credit Card Losses – Law/Mercier

The Chair reported that approximately \$1400 of credit card payments have not been processed, representing a backlog of 8 months. Of this total amount, approximately \$660 are no longer chargeable because the cards have expired or the information from faxes is not legible. The Board discussed and agreed to implement several solutions:

- ✓ The Chair will ask the E-Media Chair (Bill Casti) to shut down the website to prevent continuation of the problem.
- ✓ When Programs receives an email for pre-payment, Programs will reply to the email stating the following: “We are sorry but we are no longer accepting prepay. Please come to the dinner meeting prepared to pay at the door. You will be charged only once.”
- ✓ Accept credit card payments at the door tonight. The Treasurer will investigate and sign up for alternate credit card processing service as soon as possible.

## 7. Leadership Training Sponsorship – Mercier

The Chair Elect (Roger Mercier) noted that the section has a policy of reimbursing the Chair Elect and Chair for expenses related to attending AQP, not to exceed \$500 each. Roger requested that the Board consider reimbursing these individuals for the actual costs. The Board passed a motion to reimburse the Chair and Chair Elect for actual costs associated with attending AQP up to but not to exceed \$1300, if these costs are not reimbursed through other sources.

## 8. Reports from Committee Chairs

Education: Standards SIG Meeting scheduled for 18 June in Herndon, Ray Crawford will be the speaker.

Publicity: Sent email to local newspapers about tonight’s program. Begun compiling next newsletter, which should go out around Memorial Day.

Programs: 69 signed up, 61 showed up and ate at last dinner meeting. Suggested September meeting be held in Alexandria/Arlington area on the third Wednesday, in deference to September 11<sup>th</sup>.

## 9. Other Business

Noting no further business, the meeting was adjourned

## 10. Items for Next Month's Agenda

- Budget

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
JT	Joe Tullington	Finance Committee
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)