

# ASQ SECTION 0511 BOARD MEETING MINUTES OF 12 JUNE 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	MAR	10 APR	8 MAY	12 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	YF
CHAIR-ELECT	RM	RM	RM	RM	RM	RM	RM	RM		RM	RM	RM
PAST CHAIR		JC	JC	JC								
EDUCATION	QC	QC	QC		DL	DL	DL				DL	DL
ELECT-MEDIA		BC			BC*							
HISTORIAN		WM	WM	WM	WM		WM			WM		WM
STANDARDS												
MEMBERSHIP	BE	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	YF
PUBLICITY		AH	AH	AH		AH	AH	AH		AH	AH	AH
EXAMINING & RECERT												RS
FINANCIAL AUDIT							RC					
Other: Programs Committee							MR	MR		MR	MR	MR
Other: Finance	DH										JT	

\* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

## AGENDA/ACTIONS:

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

The May 2002 minutes were not available for review at the time of the meeting. Their review and approval were deferred until the next meeting.

### 2. Treasurer's Report – Parnes

The Treasurer (Jeff Parnes) reports the following balances:

Assets:

\$	Checking/Savings
—	Petty Cash
\$	Total

## Liabilities &amp; Equity:

\$	Accounts Payable
	<u>Equity</u>
\$	Total

The Treasurer noted that the monthly income from National has resumed. He reiterated his earlier request for budget inputs from the committee chairs for 2002-2003. The Treasurer agreed to prepare monthly/year to date summary of expenses and submit to the Board before each meeting.

### 3. Progress to Replace Charge Cards – Parnes

MBNA lost our application for credit cards and the Treasurer re-submitted the application. Once we receive the cards, he will cancel the AmEx account.

### 4. Progress to Establish Merchant Account – Parnes

The Board discussed the options of buying the software or leasing it. The Chair-Elect (Roger Mercier) agreed to research any bonding requirements associated with the processing of charge card payments. The Board passed a motion to authorize the Treasurer to proceed with his recommendations of securing a merchant account and following through as necessary to ensure the Board's capability to process credit card payments.

### 5. Committee Positions for 2002-2003 – Mercier

The Chair-Elect discussed the authorized chair positions with the Board and distributed materials on responsibilities and guidance for each Board position for the new membership year, which begins 1 July 2002. The Secretary (Yvonne Fernandez) reiterated that the Examining Chair is a required position held by a Senior ASQ Member in good standing. She agreed to verify whether or not Audit Chair was a required position. The current Examining/Recertification/Certification Chair (Roger Schaffer) requested that a new chair be identified.

### 6. Email Security – Law

The Board discussed the barrage of emails with viruses that have been sent to the Board. The E-media Chair (Bill Casti) has identified the person responsible for at least some of these and he has notified AOL and requested that they take appropriate action.

## 7. Reports from Committee Chairs

Programs: May Dinner Meeting - 19 reservations, 19 attended; 41 registered for June. The Board agreed to try to host a joint meeting with the Northern Shenandoah Section, possibly at the Red Fox Inn. The Programs Chair (Sue McArthur) will look into possible dates.

Examining: 38 individuals scheduled for the June exams, 6 cancelled, 11 no-shows

Publicity/Newsletter: Only received 3 responses for request for input for the Newsletter.

## 8. Other Business

Noting no further business, the meeting was adjourned

## 9. Items for Next Month's Agenda

- Budget Inputs - 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
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)