

ASQ SECTION 0511 BOARD MEETING MINUTES OF 10 JULY 2002

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

ATTENDANCE:

	10 JUL 2002	AUG	SEP	OCT	NOV	DEC	JAN 2003	FEB	MAR	APR	MAY	JUN
CHAIR	RM											
TREASURER	JP											
SECRETARY	YF											
CHAIR-ELECT	AH											
PAST CHAIR	DJL											
EDUCATION	DL											
ELECT-MEDIA/ INTERNET LIAISON	BC											
HISTORIAN	WM											
MEMBERSHIP	BE											
NEWSLETTER	RM											
PROGRAMS	SM											
CORP-LIAISON	YF											
PUBLICITY	RM											
EXAMINING	RS											
CERT/RECERT CHAIR	DJL											
NOMINATING CHAIR	DJL											
PLACEMENT CHAIR	JM											
AUDIT CHAIR	BC											
KOALITY KID LIAISON	CK											
ARRANGMNTS CHAIR	MR											
Other: CQMgr Trainer	FH											
Other: Former Cert/Recert Chair	RS											

* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

AGENDA/ACTIONS:

1. Introductions of Incoming Board – Mercier

The incoming board members introduced themselves to the group and were welcomed by the Chair.

2. Review and Approval of May/June 2002 Minutes – All

The May minutes were not available for review and the June minutes were missing the financial data so approval was tabled until the next meeting.

3. Treasurer's Report/Budget Inputs – Parnes

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

Assets:

\$ 19,390.19	Checking/Savings
<u>31.63</u>	Petty Cash
\$ 19,421.82	Total

Liabilities & Equity:

\$ 00.00	Accounts Payable
<u>19,421.82</u>	Equity
\$ 19,421.82	Total

The Treasurer reported that 1 August 2002 has been targeted for the completion of the 2001 Audit Report, which has to be in to National by 15 August. The Audit Committee includes Bill Casti (Audit Chair), DJ Law, and Hillary Benoit.

4. Membership Email List – Hamilton/Mercier

The Board agreed the all Board members should address emails only to the specific individuals for whom the message is intended, rather than addressing every email to the entire Board.

It was determined that the Database Chair (Bill Casti) is responsible for access to the membership database. Bill Casti will set up a system for mass mailings. He will update the section email address list and pass this information on to the Membership Chair (Bill Eastham), Newsletter Chair (Ron Marafioti), Programs Chair (Sue McArthur), and anyone else as designated by the Chair (Roger Mercier). The best email address for Bill is Help@quality.org.

5. Status of Membership Survey – Hamilton

The Membership Chair has seven questions for the survey. He agreed to send these out to the Board for review. Roger agreed to send Bill Eastham the survey from National.

6. Publicity & Processes – McArthur

The Board discussed the best ways to publicize dinner meetings and other events. The general consensus was that email notifications were valuable in this regard. The Board

agreed that there was a need to synchronize all membership email address lists. See item 4.

7. Paying for Board Member's Dinners at Monthly Meetings – McArthur

The practice of paying for Board Member dinners out of the section's funds was revisited. The cost is about \$3600 a year. The Board agreed to add a question to the survey (see item 5) asking the membership whether or not the Board members should be compensated for their participation with a free meal.

8. September Meeting – McArthur

The Board agreed to host the September dinner meeting at Copeland's in Alexandria. The meeting will be held on the 18th rather than the regularly scheduled second Wednesday of the month, in deference to September 11. The Board agreed that there would be a need for additional publicity given the change in date and location.

9. Reports from Committee Chairs

CQMgr Trainer: September training to be held on three consecutive Saturdays: 14th, 21st, and 28th.

Chair Elect: Handing off publicity and newsletter to Ron Marafioti. Suggested that everyone come to meetings with one suggestion for programs and one for attracting new members.

E-Media: Advised the Board that Dennis Arter may be in town in August and he would be willing to do a one-day supplier audit or generic auditing course. Mr. Arter wants \$1,000 plus to nights of hotel accommodations. The Board passed a motion that contingent upon his coming, the necessary funds be allocated for this purpose.

Education: Will update the education flyer for the section website.

Membership: Reported 857 members.

Arrangements: Reminded the Board that the November meeting will be held as a joint meeting with the Northern Shenandoah Section at the Red Fox Inn. Roger agreed to send Bill Casti the contact information for the Northern Shenandoah Section.

10. Other Business

Noting no further business, the meeting was adjourned

11. Items for Next Month's Agenda

- None identified during the meeting

Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary

ATTENDANCE KEY:

INITIALS	FULL NAME	BOARD POSITION(S)
RM	Roger Mercier	Chair
JP	Jeff Parnes	Treasurer
YF	Yvonne Fernandez	Secretary, Corporate Liaison
AH	Aubrey Hamilton	Chair Elect
DJL	Dorian J. Law	Past Chair, Certification/Recertification Chair, Nominating Chair
WM	Walter Mendus	Section Historian
SM	Sue McArthur	Programs Chair
MR	Marie Rondot	Arrangements Chair
BE	Bill Eastham	Membership Chair
BC	Bill Casti	E-Media Chair, Internet Liaison, Database & Audit Chair
RS	Roger Schaffer	Former Examining/Certification/Recertification Chair
DL	Dennis Lasley	Education Chair
JM	James Miller	Placement Chair
RM	Ron Marafioti	Publicity Chair/Newsletter
CK	Christine Kurowski	Koality Kid Liaison
FH	Frank Hutchison	CQMgr Trainer