

# ASQ SECTION 0511 BOARD MEETING MINUTES OF 12 MAR 2003

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

ATTENDANCE:

	10 JUL 2002	14 AUG	18 SEP	9 OCT	13 NOV	11 DEC	8 JAN 2003	12 FEB	12 MAR	APR	MAY	JUN
CHAIR	RM	RM			RM			BE	BE			
TREASURER	JP	JP		JP	JP		JP	JP				
SECRETARY	YF	YF		YF			YF	YF	YF			
CHAIR-ELECT	AH			BE			BE		BE			
VICE CHAIR									RZ			
PAST CHAIR	DJL	DJL		DJL	DJL		DJL	DJL				
EDUCATION	DL								DL			
ELECT-MEDIA/ INTERNET LIAISON	BC	BC		BC			BC	BC	BC			
HISTORIAN	WM	WM		WM			WM	WM	WM			
MEMBERSHIP	BE	BE		BE			BE	BE	BE			
NEWSLETTER	RM	RM		RM			RM	RM	RM			
PROGRAMS	SM	SM			SM		SM	SM	SM			
CORP-LIAISON	YF	YF		YF								
PUBLICITY	RM	RM		RM			RM	RM	RM			
EXAMINING	RS											
CERT/RECERT CHAIR	DJL											
NOMINATING CHAIR	DJL											
PLACEMENT CHAIR	JM											
AUDIT CHAIR	BC											
KOALITY KID LIAISON	CK	CK			CK		CK	CK	CK			
FINANCE		JT						JT	JT			
EDUCATION		DL					DL					
ARRANGMNTS	MR			MR				MR				
Other: STDS SIG		RC										
Other: CQMgr Trainer	FH								FH			
Other: Former Cert/Recert Chair	RS											

\* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

## AGENDA/ACTIONS:

### 1. Review and Approval of Past Minutes – All

The Oct/Jan minutes were approved. The December meeting was cancelled due to severe weather conditions.

## 2. Treasurer's Report – Parnes

The Treasurer's report was not available at the time of the meeting.

## 3. Web-Page Design/Layout – Eastham

The Vice Chair (Bob Zimman) has volunteered to work with the E-Media Chair (B. Casti) on the section webpage, with the intent to make it easier to navigate and maintain. Specifically, the changes should help the site load faster, make items easier to find, and reduce the amount of information on individual pages. Bob provided a prototype to the Board and requested that Board members provide suggestions and recommendations over the following two weeks and send them to him at [rzimman@anteon.com](mailto:rzimman@anteon.com). The Board will vote on the specifics of the proposed changes at the April meeting.

## 4. Section Management Plan (SMP) – Eastham

The Board will vote at the March meeting regarding whether or not to implement the SMP as written. The Board will decide if they want to go through the process of establishing metrics and goals in each area of activity, e.g., increase membership by 10%. The Chair (B. Eastham) agreed to email the pdf of the SMP to each member of the Board so that by the April meeting the Board can decide if it wants to follow the SMP or establish its own path for improvement.

## 5. Give-Aways – Marafioti

The Publicity Chair (Ron Marafioti) notified the Board of his recommendations: approx \$1000 for letter openers and \$1500 for calculators. He passed the order to the Chair who agreed to try to negotiate the price with the vendor and use his section credit card for the purchase.

## 6. Baltimore-Washington Partnership for Learning Meeting – Marafioti

The Publicity Chair reported to the Board on his interactions with the Baltimore-Washington Partnership for Learning. He noted that this organization has 1200 members, who would start receiving the ASQ0511 Newsletter. He reported that interaction with this organization may result in the possibility of expanding our speaker list and a good avenue for our section to branch out and get recognition outside the existing areas. ASQ0511 is hosting the next meeting, which is slated for 7 June with about 20 attendees. He is still trying to find a location for the meeting. He agreed to continue attending these meetings and reporting back to the Board.

## 7. Outstanding Items – Fernandez

The Secretary (Y. Fernandez) reviewed the minutes from the past six months and identified items that may require additional actions for closure.

## 8. Reports from Committee Chairs

Historian: Researched costs for transferring historical section files from hardcopy to CD ROM. The discussion was tabled until the April meeting.

Koality Kids: National sent a pile of promotional materials and she now has access to the KK website. She requested time at the April Board meeting for an update.

Programs: 38 participants registered and 45 showed up at last month's dinner meeting. 45 registered for March.

ViceChair: Is looking into quality improvement initiatives. Looking for a way to (1) report back to the general membership on what the Board does with the section funds, and (2) provide service awareness with emphasis on quality. Requested a slot on April agenda.

Publicity: Requested input for next newsletter.

Membership: *Get numbers from Bill E.*

Examining/Recertification: 13 examinees scheduled for 1 March exams.

## 9. Other Business

Noting no further business, the meeting was adjourned

## 10. Items for Next Month's Agenda

- Financial Report for March
- Cost of CD ROM Production of Historical Files
- Koality Kids Update
- Quality Improvement Initiatives
- Webpage Improvements

Minutes prepared by: Yvonne Fernandez, ASQ0511 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
BZ	Bob Zimman	Vice Chair
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