

## ASQ SECTION 0511 BOARD MEETING MINUTES OF 9 APR 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	9 APR	MAY	JUN
CHAIR	RM	RM			RM			BE	BE			
TREASURER	JP	JP		JP	JP		JP	JP		JP		
SECRETARY	YF	YF		YF			YF	YF	YF	YF		
CHAIR-ELECT	AH			BE			BE					
VICE CHAIR									RZ	RZ		
PAST CHAIR	DJL	DJL		DJL	DJL		DJL	DJL				
EDUCATION	DL											
ELECT-MEDIA/ INTERNET LIAISON	BC	BC		BC			BC	BC				
HISTORIAN	WM	WM		WM			WM	WM	WM	WM		
MEMBERSHIP	BE	BE		BE			BE	BE	BE			
NEWSLETTER	RM	RM		RM			RM	RM	RM	RM		
PROGRAMS	SM	SM			SM		SM	SM	SM	SM		
CORP-LIAISON	YF	YF		YF					YF	YF		
PUBLICITY	RM	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	CK		
FINANCE		JT						JT	JT			
EDUCATION		DL					DL					
ARRANGMNTS	MR			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 March Minutes – All

The March minutes were approved.

## 2. Treasurer's Report – Parnes

The Treasurer's (J Parnes) report was not available at the time of the meeting. The Board agreed that anyone submitting a receipt for reimbursement with Section funds must secure the endorsement signature of another Board member, i.e., submitter cannot endorse his or her own receipt. The Secretary (Y. Fernandez) noted that she has lost her section credit card and needs a replacement.

## 3. Cost of CD ROM Production of Historical Files – Mendus

This discussion was tabled until the next Board meeting to allow time for the Vice Chair (R. Zimman) to determine whether or not he can provide assistance in this matter.

## 4. Koality Kids Update - Kurowski

The Koality Kids Chair (C. Kurowski) gave an update of her recent activities: sent in an article for the Section newsletter, secured promotional materials from ASQ National to distribute during the dinner meetings, and is working on a business plan for implementing Koality Kids initiatives.

## 5. Quality Improvement Initiatives - Zimman

The Vice Chair discussed the status of several quality initiatives, including an overhaul of the Section Webpage for which Programs (S. McArthur) will be conducting usability testing. The Vice Chair asked the Board members to consider what other areas may be in need of improvements; he stated that he would re-send an earlier email asking for Board input on this matter.

## 6. Reports from Committee Chairs

Newsletter: The April Newsletter went out on 8 April 2003; continues to request a column from the Chair or Vice Chair regarding the direction of the section and other leadership issues. Needs information on meeting location for the Partnership meeting and support for refreshments.

Programs: 45 individuals registered and 51 showed up for the March dinner meeting. 24 individuals registered for April dinner meeting.

## 7. Other Business

Noting no further business, the meeting was adjourned

**8. Items for Next Month's Agenda**

- CD-ROM Production of Historical Files

Minutes prepared by: Yvonne Fernandez, ASQ0511 Secretary

## ATTENDANCE KEY:

INITIALS	FULL NAME	BOARD POSITION(S)
BE	Bill Eastham	Chair (Feb 03 – present), Chair Elect (Oct 02 – Jan 03), Membership Chair
RM	Roger Mercier	Chair (Jul 02 – Jan 03)
JP	Jeff Parnes	Treasurer
YF	Yvonne Fernandez	Secretary, Corporate Liaison
AH	Aubrey Hamilton	Chair Elect (Jul 02 – Sep 02)
BZ	Bob Zimman	Vice Chair (March 03 - present)
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
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