

ASQ SECTION 0511 BOARD MEETING MINUTES OF 14 MAY 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	14 MAY	JUN
CHAIR	RgM	RgM			RgM			BE	BE		BE	
TREASURER	JP	JP		JP	JP		JP	JP		JP	JP	
SECRETARY	YF	YF		YF			YF	YF	YF	YF	YF	
CHAIR-ELECT	AH			BE			BE					
VICE CHAIR									RZ	RZ	RZ	
PAST CHAIR	DJL	DJL		DJL	DJL		DJL	DJL			DJL	
EDUCATION	DL								DL		DL	
ELECT-MEDIA/ INTERNET LIAISON	BC	BC		BC			BC	BC	BC			
HISTORIAN	WM	WM		WM			WM	WM	WM	WM	WM	
MEMBERSHIP	BE	BE		BE			BE	BE	BE		BE	
NEWSLETTER	RM	RM		RM			RM	RM	RM	RM	RM	
PROGRAMS	SM	SM			SM		SM	SM	SM	SM	SM	
CORP-LIAISON	YF	YF		YF						YF	YF	
PUBLICITY	RM	RM		RM			RM	RM	RM	RM	RM	
EXAMINING	RS										DJL	
CERT/RECERT CHAIR	DJL										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	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 April Minutes – All

The April 2003 minutes were approved. The Board decided that future minutes should indicate who chaired the meeting. The Board also concurred with the current practice of

including monthly financial data in the minutes of the specific meeting where they were presented, rather than holding the minutes as draft until the financial data are provided.

2. Treasurer's Report – Parnes

The Treasurer (J Parnes) provided the Section's financial report, covering February through April 2003, as follows:

Feb 2003:

Assets:

\$ 19,922.48	Checking/Savings
<u>31.63</u>	Petty Cash
\$ 19,954.11	Total

Liabilities & Equity:

\$ 16,393.49	Opening Bal Equity
3,110.33	Retained Earnings
<u>450.29</u>	Net Income
\$ 19,954.11	Total

Mar 2003:

Assets:

\$ 18,479.04	Checking/Savings
<u>31.63</u>	Petty Cash
\$ 18,510.67	Total

Liabilities & Equity:

\$ 16,393.49	Opening Bal Equity
3,110.33	Retained Earnings
<u>-993.15</u>	Net Income
\$ 18,510.67	Total

Apr 2003:

Assets:

\$ 17,684.46	Checking/Savings
<u>31.63</u>	Petty Cash
\$ 17,716.09	Total

Liabilities & Equity:

\$ -1,282.36	Credit Cards
16,393.49	Opening Bal Equity
3,110.33	Retained Earnings
<u>-505.37</u>	Net Income
\$ 17,716.09	Total

The Treasurer provided the Secretary (Y Fernandez) with a replacement credit card and requested that all Section credit card holders provide him with reconciliation information for each use of a Section credit card.

3. Cost of CD ROM Production of Historical Files – Zimman

The Vice Chair (R. Zimman) reported that his company has acquired a new automated scanner and offered the services of this scanner at no charge other than what is incurred for the electronic media. The scanning can be performed as soon as the materials are provided. The Section Historian (W. Mendus) agreed to remove all staples and clips, place separators where a new disc should be used, and then bring the boxes of material to the Ballston office. The Vice Chair agreed to have two copies made from the materials, one for National and one for the Section archives. The Board agreed to discuss what materials would be appropriate for inclusion on the Section webpage once the materials have all been scanned and the file sizes determined.

4. Meeting Cancellation Procedures - Fernandez

The Secretary (Y. Fernandez) provided a summary of recommendations from the Board on a proposed process for canceling a Board/dinner meeting and agreed to develop a flow chart based on the Board's discussion of the recommendations. The Secretary also agreed to develop a phone tree and point of contact matrix for the Board members' use.

5. Reports from Committee Chairs

Membership: The Membership Chair (B Eastham) reported that as a rule he sends out a letter welcoming new members and tells them about the dinner meetings and provides a roster of the Board. There were 768 paid members to date.

Newsletter: The Newsletter Chair (R. Marafioti) will ask for input for early June and invites a column from the Section leadership.

Publicity: The Publicity Chair (R. Marafioti) sent the Board a BWPLC circular that provided information on combined meetings and notices about activities in this area.

Section 0511 is hosting a joint meeting on 7 June. The Board agreed on spending no more than \$325 on refreshments for the anticipated 20-30 participants for this meeting.

Vice Chair: The Vice Chair (R. Zimman) announced that the National Graduate School has contacted him and is interested in an enhanced relationship with Section 0511. The Board agreed to consider this.

Examining: The Acting Examining Chair (D.J. Law) agreed to contact Bill Casti to see if he is interested in proctoring the June exam.

Arrangements: The Arrangements Chair (M. Rondot) informed the Board that she has lost the contact that used to send out the postcards and needs to replace this service.

Programs: The Programs Chair (S. McArthur) did not have anything to report, was going to email her report to the Board/Secretary.

Historian: The Historian (W. Mendus) underscored the need for providing him copies of all Section documents, including committee reports, membership information, and class outlines and schedules. The Chair (B. Eastham) asked the Historian to make a list of what is really needed and what is practical, given the wide use of email and electronic files vs. hardcopy, and to be prepared to discuss this at a future Board meeting.

Education: The Education Chair (D. Lasley) reported that he has found someone who is interested in teaching the SQA course and asked what the maximum is that can be paid to deliver a course. The Board discussed this matter and agreed that the Education Chair should draft a proposal for selecting trainers and determining payment amounts, and be prepared to present to the Board in an upcoming meeting.

Chair: The Chair announced that Bill Casti and Sue McArthur will jointly serve as the Job Placements Chair.

6. Other Business

Noting no further business, the meeting was adjourned

7. Items for Next Month's Agenda

- Historical File Needs
- Process for Selecting Trainers and Determining Payment

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
RgM	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