

ASQ SECTION 0511 BOARD MEETING MINUTES OF 9 JULY 2003

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

ATTENDANCE:

	9 JUL 2003	AUG	SEP	OCT	NOV	DEC	JAN 2004	FEB	MAR	APR	MAY	JUN
CHAIR												
TREASURER	JP											
SECRETARY	YF											
CHAIR-ELECT	RZ											
PAST CHAIR												
EDUCATION												
ELECT-MEDIA/ INTERNET LIAISON	BC											
HISTORIAN												
MEMBERSHIP												
NEWSLETTER												
PROGRAMS	SM											
CORP-LIAISON	YF											
PUBLICITY												
EXAMINING												
CERT/RECERT CHAIR												
NOMINATING CHAIR												
PLACEMENT CHAIR	SM											
AUDIT CHAIR	BC											
KOALITY KID LIAISON												
FINANCE	JT											
ARRANGMNTS												
Other: CQM Instructor	FH											

* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

AGENDA/ACTIONS:

1. Review and Approval of May and June 2003 Minutes – All

The May 2003 minutes were approved as written. The June 2003 minutes were approved as corrected.

2. Treasurer's Report/Financial Items – Parnes

The Treasurer (Jeff Parnes) provided the detailed financial statement and stated that, with the exceptions noted below, all accounts have been reconciled. A summary of the Section 0511 balances is provided below:

Assets:

\$	20,279.28	Checking/Savings
	<u>31.63</u>	Petty Cash
\$	20,310.91	Total Assets

Liabilities & Equity:

\$	72.92	Liabilities
	<u>20,237.99</u>	Equity
\$	20,310.91	Total Liabilities/Equity

The Treasurer reported that he intends to use the general ledger for FY02-03 for the annual report to National. He also presented a list of outstanding documentation needed to justify several purchases, all of which must be addressed by Bill Eastham and DJ Law. This information is due by 15 July 2003 so that the Audit Committee can begin their audit. The Chair Elect (Robert Zimman) agreed to communicate this need to Eastham and Law.

The Treasurer informed the Board that the section has lost our bulk rate account due to lack of use. There is a remaining balance of \$606.06, which will be refunded to the section. We would need to re-apply if we decide that this service is needed. The Board agreed to evaluate the need to re-establish this account.

3. Cost of Operating ASQ0511 Website – Parnes

The E-Media Chair (Bill Casti) requested a letter from the Section documenting his donation of hosting the section website, valued at \$450. The Secretary (Yvonne Fernandez) agreed to write the letter on behalf of the section, and requested an example letter from the E-Media Chair.

4. Section Scholarship – Eastham

This item was tabled due to the absence of the item lead (Bill Eastham).

5. New Section Web Page – McArthur

Sue McArthur reported that the new section webpage (ASQ0511.org) is up and live, although missing some of the historical items such as past newsletters. The Secretary agreed to send past minutes to Sue as pdf files for uploading to the site. Similarly, the Treasurer agreed to send Sue pdf files of the balance sheets from past financial reports.

6. Committee Chair Reports

Education: Frank Hutchison reported that the CQMgr training starts in September 2003.

Electronic Media/Website: Bill Casti reported that the email list is up and running, though not used very much. He also clarified that Sue McArthur and Bill Eastham have moderator authority.

Programs: Sue McArthur reported that 23 individuals signed up for the June dinner meeting and 26 showed up; 22 individuals signed up for July. The July speaker requested a donation to a charity of her choice, in lieu of a speaker gift. Accordingly, the section will send a donation to Camp Virginia Jaycee, Inc (<http://www.campvirginiajaycee.com>) for an amount that is approximately equal to the cost of the speaker gifts.

7. Other Business

Noting no further business, the meeting was adjourned.

8. Items for Next Month's Agenda

- Section Scholarship

Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary

ATTENDANCE KEY:

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