

## ASQ SECTION 0511 BOARD MEETING MINUTES OF 10 SEP 2003

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

ATTENDANCE:

|                                     | 9 JUL<br>2003 | 13 AUG | 10 SEP | OCT | NOV | DEC | JAN<br>2004 | FEB | MAR | APR | MAY | JUN |
|-------------------------------------|---------------|--------|--------|-----|-----|-----|-------------|-----|-----|-----|-----|-----|
| CHAIR                               |               | BE     | BE     |     |     |     |             |     |     |     |     |     |
| TREASURER                           | JP            | JP     | JP     |     |     |     |             |     |     |     |     |     |
| SECRETARY                           | YF            | YF     | YF     |     |     |     |             |     |     |     |     |     |
| CHAIR-ELECT                         | RZ            | RZ     | RZ     |     |     |     |             |     |     |     |     |     |
| PAST CHAIR                          |               | DJL    | DJL    |     |     |     |             |     |     |     |     |     |
| EDUCATION                           |               | DL     |        |     |     |     |             |     |     |     |     |     |
| ELECT-MEDIA/<br>INTERNET<br>LIAISON | BC            | BC     | BC     |     |     |     |             |     |     |     |     |     |
| HISTORIAN                           |               |        | WM     |     |     |     |             |     |     |     |     |     |
| MEMBERSHIP                          |               | BE     | BE     |     |     |     |             |     |     |     |     |     |
| NEWSLETTER                          |               | RM     | RM     |     |     |     |             |     |     |     |     |     |
| PROGRAMS                            | SM            | SM     | SM     |     |     |     |             |     |     |     |     |     |
| CORP-LIAISON                        | YF            | YF     | YF     |     |     |     |             |     |     |     |     |     |
| PUBLICITY                           |               | RM     | RM     |     |     |     |             |     |     |     |     |     |
| EXAMINING                           | BC            | BC     | BC     |     |     |     |             |     |     |     |     |     |
| CERT/RECERT<br>CHAIR                |               | BE     | BE     |     |     |     |             |     |     |     |     |     |
| NOMINATING<br>CHAIR                 |               | DJL    | DJL    |     |     |     |             |     |     |     |     |     |
| PLACEMENT<br>CHAIR                  | SM            | SM     | SM     |     |     |     |             |     |     |     |     |     |
| AUDIT CHAIR                         | BC            | BC     | BC     |     |     |     |             |     |     |     |     |     |
| KOALITY KID<br>LIAISON              |               | CK     | CK     |     |     |     |             |     |     |     |     |     |
| FINANCE                             | JT            | JT     | JT     |     |     |     |             |     |     |     |     |     |
| ARRANGMNTS                          |               |        | MR     |     |     |     |             |     |     |     |     |     |
| Other: CQM<br>Instructor            | FH            | FH     |        |     |     |     |             |     |     |     |     |     |
| Other: Section<br>Member/Guest      |               | RH     | PH     |     |     |     |             |     |     |     |     |     |

\* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

### AGENDA/ACTIONS:

#### 1. Review and Approval of August 2003 Minutes – All

The August 2003 minutes were not available for review at the time of the meeting.

## 2. Treasurer's Report/Financial Items – Parnes

The Treasurer (Jeff Parnes) provided the detailed financial statement, as summarized below:

### Assets:

|                     |                     |
|---------------------|---------------------|
| \$ 22,605.58        | Checking/Savings    |
| <u>31.63</u>        | Petty Cash          |
| <b>\$ 22,637.21</b> | <b>Total Assets</b> |

### Liabilities & Equity:

|                     |                                 |
|---------------------|---------------------------------|
| \$ 624.75           | Liabilities                     |
| <u>22,012.46</u>    | Equity                          |
| <b>\$ 22,637.21</b> | <b>Total Liabilities/Equity</b> |

## 3. Newsletter Update – Marafioti

The Newsletter Chair (Ron Marafioti) reported that he has received no responses to his request for articles for the section newsletter. The newsletter frequency was agreed to be every two months except during summer.

## 4. Authorize Projector Purchase – Zimman

The Chair Elect (Bob Zimman) presented the Board with information on potential purchases for a projector. He recommended the purchase of a Dell projector, at a cost of approximately \$2,200, including shipping and handling. The Board voted to approve this purchase. The Treasurer abstained from the vote. The Board agreed to keep the existing projector to lend out and as a back up for the new one. We will include a notice in the Newsletter regarding the availability of the existing projector for loan to Section members.

## 5. Meeting Announcement Postcard Option – McArthur/Rondot

The Programs Chair (Sue McArthur) and Arrangements Chair (Marie Rondot) reported that announcement postcards have not been going out and that has impacted attendance to the monthly dinner meetings. They are looking into other options of sending the postcards out on our own. The Board passed a motion to take on the responsibility of sending out the postcards. The Treasurer abstained from the vote. The Programs and Arrangement Chairs agreed to sort out the details (e.g., costs, process, responsibilities) and present a proposal to the Board at the next meeting.

## 6. Committee Chair Reports

Historian: The Historian (Walt Mendus) agreed to provide all of the historical documents in his control (up to 2003) to the Chair Elect for scanning.

Programs: Last month 18 individuals registered for the dinner meeting, 29 showed up. 27 registered for this month. Speakers have been booked through February 2004.

Education: CQMgr training starts on Saturday, 13 September. The Board discussed the need to do something to increase class size. Perhaps advertise with other groups and associations. Rom Marafioti agreed to compile a list of organizations with POC emails. The Board also discussed adding announcements to the postcards.

Audit: The audit of the section's financial reports for the last fiscal year has been completed, having found no serious problems. Bill Casti will send the report to the Bill Eastham for his signature.

Certification/Recertification: We are all caught up on the review and processing of certification packages.

Koality Kids: We have a teacher and administrator (Center Ridge Elementary) who are interested in participating in a Koality Kids initiative.

Publicity: Announced the 2003 Virginia Forum for Excellence, to be held on September 30, 2003 in Williamsburg. Giveaways have been purchased and should be in next week.

Newsletter: Input was requested.

Student Section: In the interest of facilitating the establishment of a student section (see ASQ0511 Board Meeting minutes for August 2003), the Board passed a motion to authorize the payment of the ASQ membership fee for a faculty member at George Mason University who would be willing and able to sponsor the Student Section. The Treasurer abstained from the vote.

Membership: The Board passed a motion to authorize the award of the full allotment of \$2000 to the most qualified candidate for the section scholarship. The Treasurer abstained from the vote.

## 7. Other Business

Noting no further business, the meeting was adjourned.

## 8. Items for Next Month's Agenda

- Dinner Announcement Postcards
- Future Status of Scholarship Program

Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary

## ATTENDANCE KEY:

| <b>INITIALS</b> | <b>FULL NAME</b>   | <b>BOARD POSITION(S)</b>  |
|-----------------|--------------------|---|
| 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,<br>Examining Chair |
| DL              | Dennis Lasley      | Education Chair   |
| RM              | Ron Marafioti      | Publicity Chair/Newsletter  |
| CK              | Christine Kurowski | Koality Kid Liaison   |
| FH              | Frank Hutchison    | CQMgr Trainer   |
| RH              | Richard Hutchison  | Section Member/Guest  |
| PH              | Priscilla Huffman  | Section Member/Guest  |