

## ASQ SECTION 0511 BOARD MEETING MINUTES OF 12 NOV 2003

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

ATTENDANCE:

	9 JUL 2003	13 AUG	10 SEP	8 OCT	12 NOV	DEC	JAN 2004	FEB	MAR	APR	MAY	JUN
CHAIR		BE	BE	BE	BE							
TREASURER	JP	JP	JP		JP							
SECRETARY	YF	YF	YF	YF	YF							
CHAIR-ELECT	RZ	RZ	RZ	RZ	RZ							
PAST CHAIR		DJL	DJL									
EDUCATION		DL										
ELECT-MEDIA/ INTERNET LIAISON	BC	BC	BC	BC								
HISTORIAN			WM									
MEMBERSHIP		BE	BE	BE	BE							
NEWSLETTER		RM	RM	RM	RM							
PROGRAMS	SM	SM	SM	SM	SM							
CORP-LIAISON	YF	YF	YF	YF	YF							
PUBLICITY		RM	RM	RM	RM							
EXAMINING	BC	BC	BC	BC								
CERT/RECERT CHAIR		BE	BE	BE	BE							
NOMINATING CHAIR		DJL	DJL									
PLACEMENT CHAIR	SM	SM	SM	SM	SM							
AUDIT CHAIR	BC	BC	BC	BC								
KOALITY KID LIAISON		CK	CK	CK								
FINANCE	JT	JT	JT	JT	JT							
ARRANGMNTS			MR	MR								
Other: CQM Instructor	FH	FH										
Other: Section Member/Guest		RH	PH									

\* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

### AGENDA/ACTIONS:

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

The October 2003 minutes were approved and entered into the record.

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

The Treasurer (Jeff Parnes) provided the detailed financial statement as of 31 October 2003, as summarized below:

### Assets:

\$ 18,669.14	Checking/Savings
<u>31.63</u>	Petty Cash
<b>\$ 18,700.77</b>	<b>Total Assets</b>

### Liabilities & Equity:

\$ 767.48	Liabilities
<u>17,933.29</u>	Equity
<b>\$ 18,700.77</b>	<b>Total Liabilities/Equity</b>

## 3. Financial/Budget Matters – Parnes

The Treasurer reported that National has accepted the section's financial audit report and that the section stipend should resume shortly. He further reported that National has reimbursed the section for all audit fees.

The Treasurer reported that the bank used by the section has changed names and that the section has one year (starting 14 Oct 03) to use all of the checks bearing the old name.

The annual financial certificate with original signatures was given to the Historian for archival.

The Chair signed a voucher for \$2,000 and returned it to the Treasurer for submittal to Penn State on behalf of Mr. Robert Lamond, the beneficiary of the section scholarship for FY03.

## 4. Scholarship Program – Eastham

The Chair agreed to provide an article on the scholarship program for the next edition of the section newsletter (Dec 03). The Chair also agreed to revise the scholarship procedure and present it at the next Board meeting.

## 5. Section Procedures – Fernandez

The Secretary (Yvonne Fernandez) led a discussion on practical approaches for managing section procedures.

The Chair (Bill Eastham) passed out a binder to each Section Officer and Committee Chair in attendance. Each binder included materials and information that is appropriate to each position. The Board decided to make use of the binders to facilitate access to requisite or helpful information during meetings.

The Chair asked that each Committee Chair provide a report on accomplishments for the year (1 July 02 through 30 June 03). The Secretary agreed to develop a template for these reports and present it at the next meeting.

The Chair expressed interest in having a Board member volunteer to work on the Section Management Plan. He also stated that he was looking for a volunteer to serve as the Education Chair.

The Chair requested that each Committee Chair prepare a brief monthly report of activities and provide it to the Secretary before each monthly Board meeting. He also asked the Secretary to develop a template and schedule for these reports.

The Board discussed the merits of the program to give a free meal to new members, and decided to continue the discussion at the next Board meeting.

The Chair volunteered to create a list of members who have not paid their annual dues and divide the list among the Board members to call these individuals.

The Secretary agreed to finalize the procedures for meeting cancellation and present them at the next Board meeting.

## 6. Section Bylaws/Potential Revision – Zimman

The Chair Elect (Bob Zimman) led a discussion about the section bylaws in light of revised draft guidance from National. The Board agreed that as long as the current section bylaws are not in conflict with the draft guidance from National, there is no reason to revise or modify the section bylaws at this time. The Chair Elect agreed to review the section bylaws and confirm that there is no conflict.

## 7. Committee Chair Reports

Education: Prepared an article for the newsletter. Will resurrect the education brochure for distribution to new members and for posting on the section website.

Chair Elect: Would like to develop a letter for members for whom the section does not have a valid email address to request information on how best to reach these individuals with notices and section news.

Publicity/Newsletter: Asking for articles for the December edition of the newsletter.

Programs: 24 members signed up for the dinner meeting last month; 29 showed up. Requested that Board members register for dinner meetings at least a week in advance of the meeting.

Chair: Will contact National to see how much it would cost for a small banner.

## 8. Other Business

Noting no further business, the meeting was adjourned.

## 9. Items for Next Month's Agenda

- Committee Report Template (Fernandez)
- Free Dinner for New Members Program (Eastham)
- Meeting Cancellation Procedures (Fernandez)
- Scholarship Procedure (Eastham)

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, 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