

ASQ SECTION 0511 BOARD MEETING MINUTES OF 14 JAN 2004

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

ATTENDANCE:

	9 JUL 2003	13 AUG	10 SEP	8 OCT	12 NOV	10 DEC	14 JAN 2004	FEB	MAR	APR	MAY	JUN
CHAIR		BE	BE	BE	BE	BE	BE					
TREASURER	JP	JP	JP		JP		JP					
SECRETARY	YF	YF	YF	YF	YF							
CHAIR-ELECT	RZ	RZ	RZ	RZ	RZ	RZ	RZ					
PAST CHAIR		DJL	DJL				DJL					
EDUCATION		DL				FH						
ELECT-MEDIA/ INTERNET LIAISON	BC	BC	BC	BC		BC						
HISTORIAN			WM			WM						
MEMBERSHIP		BE	BE	BE	BE		BE					
NEWSLETTER		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					
EXAMINING	BC	BC	BC	BC								
CERT/RECERT CHAIR		BE	BE	BE	BE		BE					
NOMINATING CHAIR		DJL	DJL				DJL					
PLACEMENT CHAIR	SM	SM	SM	SM	SM		SM					
AUDIT CHAIR	BC	BC	BC	BC								
KOALITY KID LIAISON		CK	CK	CK			CK					
FINANCE	JT	JT	JT	JT	JT	JT	JT					
ARRANGMNTS			MR	MR		MR	MR					
STANDARDS							RC					
Other: CQM Instructor	FH	FH				FH	FH					
Other: Section Member/Guest		RH	PH			BE						

* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

AGENDA/ACTIONS:

1. Review and Approval of November and December 2003 Minutes – All

The November and December 2003 minutes were not available. The minutes will be reviewed at the February 2004 meeting.

2. Treasurer's Report/Financial Items – Parnes

The Treasurer (Jeff Parnes) provided the detailed financial statement to the Board via email prior to the meeting. A summary of the Section 0511 balances is provided below:

Assets:

\$	21,421.56	Checking/Savings
	<u>31.63</u>	Petty Cash
\$	21,453.19	Total Assets

Liabilities & Equity:

\$	446.63	Liabilities
	<u>21,006.56</u>	Equity
\$	21,453.19	Total Liabilities/Equity

3. Committee Chair Reports

Chair: Bill Eastham indicated the need to correct the section's schedule for officer elections. According to section by-laws, 2004-2005 elections should be held in January 2004. Elections will be conducted, as soon as possible, at the next monthly meeting in February.

Education: Frank Hutchison recommended that the Certified Quality Manager certification class originally scheduled for February be canceled due to insufficient interest. The Certified Quality Auditor certification class will be held as scheduled.

Koalaty Kid: Christine Kurowski expressed her desire to resign and indicated she may formally tender her resignation at the next meeting.

A discussion about the scholarship program was tabled until the next meeting.

Publicity Chair and Newsletter: Ron Marafioti reported that there are still lots of promotional items available for distribution. Since February is newsletter month, he also asked for submissions from all board members.

Standards Special Interest Group: Currently "laying low" due to minimal attendance and lack of speakers.

Programs: Sue McArthur reported 17 attendees at the December 2003 dinner meeting. The dinner topic for the February meeting will be on hospital benchmarking and for April, DoD IT security accreditation process.

4. Other Business

It was reported that InterTec would like to re-engage the postcard mailing (dinner meeting reminders) activity, as they have done in the past as a free service to the section.

Having no further business, the meeting was adjourned.

5. Items for Next Month's Agenda

- Scholarship Program (Eastham)

Minutes prepared by: DJ Law for 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, Examining Chair
DL	Dennis Lasley	Education Chair
RM	Ron Marafioti	Publicity Chair/Newsletter
CK	Christine Kurowski	Koality Kid Liaison
RC	Ray Crawford	Standards Chair
FH	Frank Hutchison	CQMgr Trainer
RH	Richard Hutchison	Section Member/Guest
PH	Priscilla Huffman	Section Member/Guest