

ASQ SECTION 0511 BOARD MEETING MINUTES OF 11 FEB 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	11 FEB	MAR	APR	MAY	JUN
CHAIR		BE	BE	BE	BE	BE	BE	BE				
TREASURER	JP	JP	JP		JP		JP	JP				
SECRETARY	YF	YF	YF	YF	YF			YF				
CHAIR-ELECT	RZ	RZ	RZ	RZ	RZ	RZ	RZ	RZ				
PAST CHAIR		DJL	DJL				DJL	DJL				
EDUCATION		DL				FH		FH				
ELECT-MEDIA/ INTERNET LIAISON	BC	BC	BC	BC		BC		BC				
HISTORIAN			WM			WM		WM				
MEMBERSHIP		BE	BE	BE	BE		BE	BE				
NEWSLETTER		RM	RM	RM	RM		RM	RM				
PROGRAMS	SM	SM	SM	SM	SM	SM	SM	SM				
CORP-LIAISON	YF	YF	YF	YF	YF			YF				
PUBLICITY		RM	RM	RM	RM		RM	RM				
EXAMINING	BC	BC	BC	BC				BC				
CERT/RECERT CHAIR		BE	BE	BE	BE		BE	BE				
NOMINATING CHAIR		DJL	DJL				DJL	DJL				
PLACEMENT CHAIR	SM	SM	SM	SM	SM		SM	SM				
AUDIT CHAIR	BC	BC	BC	BC				BC				
KOALITY KID LIAISON		CK	CK	CK			CK					
FINANCE	JT	JT	JT	JT	JT	JT	JT	JT				
ARRANGMNTS			MR	MR		MR	MR	MR				
STANDARDS							RC					
Other: CQM Instructor	FH	FH				FH	FH	FH				
Other: Section Member/Guest		RH	PH									

* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

AGENDA/ACTIONS:

1. Review and Approval of Past Minutes – All

The minutes for the November 2003, December 2003, and January 2004 meetings were approved and entered into the record.

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, as of January 31, 2004, is provided below:

Assets:

\$ 21,347.65	Checking/Savings
<u>31.63</u>	Petty Cash
\$ 21,379.28	Total Assets

Liabilities & Equity:

\$ 816.00	Liabilities
<u>20,563.28</u>	Equity
\$ 21,379.28	Total Liabilities/Equity

The Treasurer further reported that he had resolved the issues with late fees on the Section credit cards, stating that the Section was refunded the fees. The Education Chair (Frank Hutchson) agreed to work out the specifics of a cost savings measure where the instructor would purchase ASQ certification training materials in bulk and then sell them to the students.

3. Scholarship Program – Eastham

The Membership Chair (Bill Eastham) agreed to write an article on the scholarship program for the Section Newsletter. He also agreed to revisit the procedure for awarding the scholarship and presenting the revised procedure at the next Board meeting.

4. Free Dinner for New Members Program – Eastham

The Board discussed the merits of the free dinner for new members program and determined that it was a good idea to continue this initiative. The Board further agreed to assign a current Section member as a sponsor for each new member, to help them better understand membership benefits and programs. The Education Chair agreed to write a paragraph on this concept for the Section Newsletter.

5. Relationship with the Division – Marafioti

The Publicity Chair (Ron Marafioti) led a discussion regarding potential interactions with the Divisions. He received an article from the Division for inclusion in the Section Newsletter.

6. Newsletter Status – Marafioti

The Newsletter Chair (Ron Marafioti) expressed concern with the lack of input for the Section Newsletter. He requested input from the SIGs. The board discussed different approaches to getting the requisite input and reaffirmed that article need not be limited to committee activities, provided they are related to quality in some way. The Board agreed to look into publicizing to the membership that articles submitted to the Section Newsletter count as publications for recertification point, and that this opportunity is available to all of the membership. The Certification/Recertification Chair (Bill Eastham) agreed to put together “Quick Tips for Recertification Points” for the Section Newsletter.

7. Committee Report Templates and Schedule – Fernandez

The Secretary (Yvonne Fernandez) presented the Board with draft templates for monthly and annual committee reports. The Board agreed to review the templates and provide comments at the next meeting.

8. Committee Chair Reports

Because of the short time left, the Chair (Bill Eastham) requested that the Secretary place Committee Chair Reports at the top of next month’s agenda.

Chair: The new Board (Ron Marafioti, Chair-Elect; Yvonne Fernandez, Secretary; and Joe Tullington, Treasurer) will be presented to the membership at this evening’s dinner meeting for approval by acclamation.

Programs: We have speakers through April 2004

Certification/Recertification: Exams are March 6th; there will be 12 examinees.

Education: See item under Treasurer’s Report

Chair-Elect: Received historical files from the Historian and is ready to scan.

Historian: Being added to the mailing list for the ASQ National Archives Quarterly Newsletter.

9. Other Business

Having no further business, the meeting was adjourned.

10. Items for Next Month’s Agenda

- Scholarship Program (Eastham)

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, Examining Chair
DL	Dennis Lasley	Education Chair (July 03 – Oct 03)
RM	Ron Marafioti	Publicity Chair/Newsletter
CK	Christine Kurowski	Koality Kid Liaison
RC	Ray Crawford	Standards Chair
JT	Joe Tullington	Finance Committee
FH	Frank Hutchison	Education Chair (Nov 03 – present)
RH	Richard Hutchison	Section Member/Guest
PH	Priscilla Huffman	Section Member/Guest