

ASQ SECTION 0511 BOARD MEETING MINUTES OF 10 MARCH 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	10 MAR	APR	MAY	JUN
CHAIR		BE	BE	BE	BE	BE	BE	BE				
TREASURER	JP	JP	JP		JP		JP	JP	JP			
SECRETARY	YF	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	FH			
ELECT-MEDIA/ INTERNET LIAISON	BC	BC	BC	BC		BC		BC	BC			
HISTORIAN			WM			WM		WM	WM			
MEMBERSHIP		BE	BE	BE	BE		BE	BE				
NEWSLETTER		RM	RM	RM	RM		RM	RM	RM			
PROGRAMS	SM	SM	SM	SM	SM	SM	SM	SM	SM			
CORP-LIAISON	YF	YF	YF	YF	YF			YF	YF			
PUBLICITY		RM	RM	RM	RM		RM	RM	RM			
EXAMINING	BC	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	BC			
KOALITY KID LIAISON		CK	CK	CK			CK					
FINANCE	JT	JT	JT	JT	JT	JT	JT	JT				
ARRANGMNTS			MR	MR		MR	MR	MR	MR			
STANDARDS							RC					
SMP									RW			
Other: CQM Instructor	FH	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 February 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 February 29, 2004, is provided below:

Assets:

\$	21,506.96	Checking/Savings
	<u>31.63</u>	Petty Cash
\$	21,538.59	Total Assets

Liabilities & Equity:

\$	677.85	Liabilities
	<u>20,860.74</u>	Equity
\$	21,538.59	Total Liabilities/Equity

3. Scholarship Program – Eastham

This item was tabled until the next meeting because Mr. Eastham was not present.

4. Committee Report Templates and Schedule – Fernandez

The Secretary (Yvonne Fernandez) requested feedback on the draft templates and schedules for the required monthly and annual committee reports. The Education Chair provided his report in the draft template and said it worked well for him and facilitated the preparation of his report. The E-Media Chair (Bill Casti) agreed to post the templates on the section's website. The other Board members in attendance agreed to test the templates for next month's meeting.

5. Committee Chair Reports

Programs: At last month's dinner meeting we had 22 signed up, 31 attended.

SMP: The SMP Chair reported that he has had problems getting to the SMP online. The E-Media Chair (Bill Casti) offered to work with Roger on this.

E-Media: Several Board members experienced problems with the 0511 Board list. The server was down the morning of the Board/dinner meetings because of a connectivity issue and the router was misconfigured. The issues have been resolved.

Certification/Recertification: Exams were held on March 6th; there will be 12 examinees. Next exam date is in June 2004.

Newsletter/Publicity: Newsletter is due next month, looking for input. Received three entries from Programs. Decided to announce to the membership that publications in the newsletter count towards recertification.

Historian: Nothing to report.

Arrangements: Received an email from a concerned general member regarding the fact that we have been hosting the dinner meetings in the western part of the county. The individual did not present a suggestion for alternatives.

Education:

COMMITTEE NAME	Education
COMMITTEE CHAIR	Frank E, Hutchison, Ph.D., Certified Quality Manager
ACCOMPLISHMENTS	1. Held Certified Quality Manager Exam Prep Course Feb 7, 14, 21, 2004 with six paying students. 2. Registered 21 students for Certified Quality Auditor Exam Prep Course, March-May, 2004.
ACTION ITEMS FOR NEXT MONTH	1. Improve outreach program to identify potential students earlier. 2. Improve Education web site offerings.
ISSUES/CONCERNS	Competition with National's education offerings.

6. Other Business

Having no further business, the meeting was adjourned.

7. 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)
RW	Roger Watts	SMP
RH	Richard Hutchison	Section Member/Guest
PH	Priscilla Huffman	Section Member/Guest