

# ASQ SECTION 0511 BOARD MEETING MINUTES OF 12 MAY 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	14 APR	12 MAY	JUN
CHAIR		BE	BE	BE	BE	BE	BE	BE		BE		
TREASURER	JP	JP	JP		JP		JP	JP	JP	JP	JP	
SECRETARY	YF	YF	YF	YF	YF			YF	YF	YF	YF	
CHAIR-ELECT	RZ	RZ	RZ	RZ	RZ	RZ	RZ	RZ		RZ	RZ	
PAST CHAIR		DJL	DJL				DJL	DJL		DJL		
EDUCATION		DL				FH		FH	FH	FH	FH	
ELECT-MEDIA/ INTERNET LIAISON	BC	BC	BC	BC		BC		BC	BC	BC	BC	
HISTORIAN			WM			WM		WM	WM		WM	
MEMBERSHIP		BE	BE	BE	BE		BE	BE		BE		
NEWSLETTER		RM	RM	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	YF	YF	
PUBLICITY		RM	RM	RM	RM		RM	RM	RM	RM	RM	
EXAMINING	BC	BC	BC	BC				BC	BC	BC	BC	
CERT/RECERT CHAIR		BE	BE	BE	BE		BE	BE		BE		
NOMINATING CHAIR		DJL	DJL				DJL	DJL		DJL		
PLACEMENT CHAIR	SM	SM	SM	SM	SM		SM	SM				
AUDIT CHAIR	BC	BC	BC	BC				BC	BC	BC		
KOALITY KID LIAISON		CK	CK	CK			CK			CK	CK	
FINANCE	JT	JT	JT	JT	JT	JT	JT	JT		JT		
ARRANGMNTS			MR	MR		MR	MR	MR	MR	MR	MR	
STANDARDS							RC					
SMP									RW	RW	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 April 2004 meetings were approved and entered into the record.

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

The Treasurer's report was not available for review at the time of the meeting. The board passed a motion that the following individuals (representing the incoming Executive Board) are authorized to sign checks on behalf of the Board and the Section from 1 July 2004 through 30 June 2005: Robert Zimman (Chair), Ron Marafioti (Chair-Elect), Yvonne Fernandez (Secretary), and Joe Tullington (Treasurer). The incoming Treasurer (Joe Tullington) agreed to evaluate the current interest rates and make a recommendation to the Board regarding the purchase of certificates of deposit (CDs).

## 3. Newsletter Status – Marafioti

The Newsletter Chair (Ron Marafioti) distributed to the Board a new template for the Newsletter. The Board reviewed the template and discussed its potential use for future editions of the Newsletter.

## 4. Monthly Dinner Presentation Subject Matters – McArthur

The Programs Chair (Sue McArthur) led a discussion about the "sales pitch" nature of the past few dinner meeting presentations. The Board agreed to make sure that these presentations are educational and focused on topics of general interest where you don't have to buy anything to benefit from the presentation. The Board agreed that the Programs Chair will begin screening proposed presentations to ensure this general policy is implemented.

## 5. Submittal of Monthly/Annual Committee Reports – Fernandez

The Secretary (Yvonne Fernandez) led a discussion on the submittal of individual monthly reports from each committee chair. The Board agreed to use the templates developed by the Secretary and submit their individual reports each month for inclusion in the minutes.

## 6. Committee Chair Reports

Programs: Instead of the clocks that have been the usual speaker gifts, the Board discussed giving away tote bags with the section logo. The Programs Chair agreed to investigate the cost of purchasing 50 bags for this purpose, to honor the original members of the section on the upcoming 20-year anniversary, and as a potential sellable item for the membership.

**7. Other Business**

Having no further business, the meeting was adjourned.

**8. Items for Next Month's Agenda**

- None noted

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