

ASQ SECTION 0511 BOARD MEETING MINUTES OF 11 AUG 2004

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

ATTENDANCE:

	JUL 2004	11 AUG	SEP	OCT	NOV	DEC	JAN 2005	FEB	MAR	APR	MAY	JUN
CHAIR	No Meeting	RZ										
TREASURER		JT										
SECRETARY		YF										
CHAIR-ELECT												
PAST CHAIR												
EDUCATION												
ELECT-MEDIA/ INTERNET LIAISON												
HISTORIAN		WM										
MEMBERSHIP												
NEWSLETTER												
PROGRAMS		SM										
CORP-LIAISON		YF										
PUBLICITY												
EXAMINING												
CERT/RECERT CHAIR												
NOMINATING CHAIR												
PLACEMENT CHAIR		CK										
AUDIT CHAIR		CK										
FINANCE		JP										
ARRANGMNTS												
STANDARDS												
SMP												
Other: CQM Instructor												
Other: Section Member/Guest												

* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

AGENDA/ACTIONS:

1. Review and Approval of Past Minutes – All

The minutes for the May and July 2004 meetings were not available for review. The minutes for the June 2004 meeting were approved unanimously and entered into the Section record.

The Chair (Bob Zimman) distributed to each Board member in attendance, a hardcopy of their corresponding position description.

2. Treasurer's Report – Tullington

The incoming Treasurer (Joe Tullington) and the outgoing Treasurer (Jeff Parnes) continue working on the transition of the monthly financial reporting process. Consequently, the July 2004 financial report was not available for review.

3. 2004-2005 Budget – Parnes

The outgoing Treasurer reported that he has distributed to the Board the working draft of the budget for the new fiscal year, and he re-iterated a request for input. All input is required by 1 September 2004. The Chair asked the Treasurer to adjust the anticipated income from membership dues to correspond with actual membership numbers, rather than historical numbers (see item 7).

4. Adoption of New Section Operating Agreement – Zimman

The Chair requested a motion to adopt the Section Operating Agreement and the following motion was made: “To accept the Section Operating Agreement (SOA), as provided by National, and submit the completed Preamble to National by the stated deadline of 15 Aug 2004.” The Board unanimously approved the motion. The Chair re-iterated that the Secretary (Yvonne Fernandez) is responsible for the submittal.

NOTE: The Secretary completed and submitted the SOA Preamble to National via email on 13 August 2004. Receipt acknowledgement was received from National via email on 16 Aug 2004.

5. Financial Audit Status – Zimman

The Audit Chair (Christine Kurowski) confirmed that she would review, sign, and submit the completed financial audit report for the last fiscal year (1 Jul 2003- 30 Jun 2004). She confirmed that the signed report must be submitted to National by 15 Aug 2004.

6. Logo – Zimman

The Chair acknowledged that the current section logo is not consistent with the new ASQ standards and agreed to investigate what is required to become compliant. He agreed to contact National to see if they can facilitate the conversion process by providing electronic versions of the new logo.

7. Increase Attendance – Zimman

The Chair called the Board's attention to an article in the current issue of Quality Progress that discusses ways to increase attendance at Section meetings and functions. He advised the Board that current membership is at around 675, which is about 100 less than historical levels. He asked the Board to review the article and be ready to discuss this item at the next Board meeting.

The Treasurer proposed the following motion: "To use the email list provided by National for sending out all notifications to the general membership, pending development and inclusion of an appropriate statement with instructions on how to unsubscribe." The motion was not seconded and, therefore, not put to a vote. Instead, the Board agreed that the Chair should consult with the E-Media Chair (Bill Casti) to develop a proposal process for ensuring that we are able to capture as many members as practical in our email distributions, while allowing individual members to opt out of receiving email notifications.

8. 2004-2005 Total Quality Award – Zimman

The Board briefly discussed some of the minimum requirements for the ASQ Total Quality Award, and agreed to start looking at the criteria in a more detailed manner after Jan 2005.

9. Status of Attaché Bags – Zimman

The Board agreed that the Section logo needed to be brought into compliance with National's standards (see item 6) before proceeding with the costing or procurement of the attaché bags.

10. Moving Monthly Meeting Date to Third Wednesday – Casti

The Board discussed moving the monthly dinners from the second Wednesday of each month to the third, in the hopes of not conflicting with evening meetings held by neighboring ASQ sections and professional societies. The Chair agreed to poll the membership at the following dinner meeting and the Programs Chair (Sue McArthur) agreed to check with the restaurant. The Board agreed to review this item again at the next meeting.

11. Committee Chair Reports

Secretary: The Board agreed to use the Committee Monthly Report templates that the Secretary developed and distributed during the February 2004 meeting. The Secretary agreed to send out reminders to the Board a few days before each meeting.

Education: A session of the CQMgr course is schedule to begin again this month.

Historian: Re-iterated a request for copies of all materials that are required in the Section archive. These include copies of all final reports that are submitted to National as well as the following:

1. Section bylaws
2. Meeting minutes
3. Documentation related to conferences (e.g., agendas) and courses (e.g., syllabus) that are sponsored or co-sponsored by the section
4. Membership totals
5. Past section volunteers
6. Community events
7. Recognition activities

One of the easiest ways to address items 3 through 7 is to present them during Board meetings and then incorporate them into the minutes. Also, the Secretary agreed to provide the Historian with a CD with the minutes from Board meetings held Jul 2003 through Jun 2004.

Programs: Reported that 28 individuals attended the June 2004 dinner meeting and 20 ate dinner. We are looking for speakers after September.

Placement: Still working out procedural transition.

Treasurer: Will re-assess the distribution of section credit cards to ensure that those members who need one have one and those who don't need one can return theirs. The Secretary noted that she has never used her credit card and thus returned it to the Treasurer.

12. Other Business

Having no further business, the meeting was adjourned.

13. Items for Next Month's Agenda

- How to increase attendance at Section meetings and functions
- Moving monthly meetings to third Wednesday of the month

Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary

ATTENDANCE KEY:

INITIALS	FULL NAME	BOARD POSITION(S)
BZ	Bob Zimman	Chair,
JT	Joe Tullington	Treasurer
YF	Yvonne Fernandez	Secretary, Corporate Liaison
RM	Ron Marafioti	Chair Elect, Publicity Chair/Newsletter
BE	Bill Eastham	Past Chair, Membership Chair, Nominating Chair
WM	Walter Mendus	Section Historian
SM	Sue McArthur	Programs Chair
MR	Marie Rondot	Arrangements Chair
BC	Bill Casti	E-Media Chair, Internet Liaison, Database Chair, Certification/Recertification Chair
CK	Christine Kurowski	Audit Chair, Placements Chair
RC	Ray Crawford	Standards Chair
JP	Jeff Parnes	Finance Committee
FH	Frank Hutchison	Education Chair
RW	Roger Watts	SMP