

ASQ SECTION 0511 BOARD MEETING MINUTES OF 8 SEP 2004

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

ATTENDANCE:

	JUL 2004	11 AUG	8 SEP	OCT	NOV	DEC	JAN 2005	FEB	MAR	APR	MAY	JUN	
CHAIR	No Meeting	RZ	RZ										
TREASURER		JT	JT										
SECRETARY		YF	YF										
CHAIR-ELECT													
PAST CHAIR													
EDUCATION				FH									
ELECT-MEDIA/ INTERNET LIAISON				BC									
HISTORIAN			WM	WM									
MEMBERSHIP				BE									
NEWSLETTER													
PROGRAMS			SM										
CORP-LIAISON			YF	YF									
PUBLICITY													
EXAMINING													
CERT/RECERT CHAIR				BC									
NOMINATING CHAIR													
PLACEMENT CHAIR			CK										
AUDIT CHAIR			CK	BC									
FINANCE			JP	JP									
ARRANGMNTS				MR									
STANDARDS													
SMP				RW									
Other: CQM Instructor													
Other: Section Member/Guest													

NOTE: ATTENDANCE KEY ATTACHED

AGENDA/ACTIONS:

1. Review and Approval of Past Minutes – All

The minutes for the May and August 2004 meetings were approved and entered into the Section record. The Secretary (Yvonne Fernandez) provided a CD with electronic versions of the approved minutes for the Board meetings from July 2003 through June 2004 to the Section Historian (Walt Mendus) for archival.

2. Treasurer's Report – Tullington

The Treasurer (Joe Tullington) provided the follow summary of the Section 0511 financial balances, as of August 31, 2004:

Assets:

\$	25,957.62	Checking/Savings
	<u>31.63</u>	Petty Cash
\$	25,989.25	Total Assets

Liabilities & Equity:

\$	75.00	Liabilities
	<u>25,914.25</u>	Equity
\$	25,989.25	Total Liabilities/Equity

The Audit Chair (Bill Casti) transferred possession of the Section's financial records for July 2003 through June 2004 to the Treasurer. The Treasurer issued a new Section 0511 credit card to the Membership Chair (Bill Eastham), who agreed to destroy the old card.

3. Logo – Zimman

The Chair (Rob Zimman) reported that he contacted National but was not able to get any support in facilitating incorporating the new ASQ logo into the Section 0511 logo. The Board agreed to let the Chair work out the logistics of transforming the section logo.

4. Increase Attendance – Zimman

The Chair led a discussion about potential efforts to increase attendance at Section events. The Board discussed surveying the membership regarding several questions related to the nature and timing of various Section events. As a start, the Membership Chair distributed to several Board members, a list of the individuals who have not renewed their ASQ membership. He requested that the Board contact these individuals as part of the survey and ask them why they have chosen not to continue their participation in ASQ. The Membership Chair will provide the Board with the list of survey questions as well as a recommended script for these calls.

5. Moving Monthly Meeting Date to Third Wednesday – Casti/Zimman

The Board agreed to defer any discussion regarding moving the monthly meeting until the results of the survey (see item 4) were available for review.

6. Membership – Zimman

The Chair led a discussion on the current practices regarding contacting non-renewing members (see item 4), welcoming new members, and thanking renewing members. At this time, the Membership Chair reported that he sends a standard letter to all new members where he welcomes them to ASQ and Section 0511 and provides them with information about section events and information sources. The Chair stated that he would also like to send a welcome letter to new members, as well as thank you letters to renewing members and recognition letters to members who have received or renewed their ASQ certifications.

7. Committee Chair Reports

EDUCATION:

COMMITTEE CHAIR	Frank E. Hutchison, Ph.D., Certified Quality Manager
ACCOMPLISHMENTS	<ol style="list-style-type: none"> 1. CQMgr Fall Class started August 28. 2. Reviewing process for offering CEUs for ASQ Training.
ACTION ITEMS FOR NEXT MONTH	<ol style="list-style-type: none"> 1. Convert newsletter article into Education template. 2. Improve Education web site by having student contact instructor before class begins. 3. Decide on offering CEUs for ASQ Training.
ISSUES/CONCERNS	Competition with National's education offerings.
REPORT PREPARED BY	Frank E. Hutchison, Ph.D., Certified Quality Manager
REPORT DATE	8 September 2004

Note: Most recent versions of 2004 Section 0511 Course Announcement and Course Description are attached to these minutes.

PROGRAMS:

COMMITTEE CHAIR	Sue McArthur
ACCOMPLISHMENTS	The August 11, 2004 membership/dinner meeting at the Marco Polo Restaurant had 23 registrations and 29 attendees for Dan Navarro's presentation on 'The Influence of national Culture and Other Independent Variables on Leadership Perceptions: An Exploratory Study of Mexico, Poland, and the United States of America.
ACTION ITEMS FOR NEXT MONTH	The September 8, 2004 meeting will be by D. Mark Smith on 'The US Senate Productivity and Quality Award (SPQA) for Virginia and Organizational Performance Excellence.
ISSUES/CONCERNS	
REPORT PREPARED BY	Sue McArthur
REPORT DATE	Sept. 7, 2004

8. Other Business

Having no further business, the meeting was adjourned.

9. Items for Next Month's Agenda

- None identified

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