

ASQ SECTION 0511 BOARD MEETING MINUTES – 13 OCT 2004

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

ATTENDANCE:

	JUL 2004	11 AUG	8 SEP	13 OCT	NOV	DEC	JAN 2005	FEB	MAR	APR	MAY	JUN
CHAIR	No Meeting	RZ	RZ	RZ								
TREASURER		JT	JT	JT								
SECRETARY		YF	YF	YF								
CHAIR-ELECT												
PAST CHAIR												
EDUCATION			FH	FH								
ELECT-MEDIA/ INTERNET LIAISON			BC	BC								
HISTORIAN		WM	WM									
MEMBERSHIP			BE									
NEWSLETTER												
PROGRAMS		SM		SM								
CORP-LIAISON		YF	YF	YF								
PUBLICITY												
EXAMINING			BC	BC								
CERT/RECERT CHAIR			BC	BC								
NOMINATING CHAIR												
PLACEMENT CHAIR		CK										
AUDIT CHAIR		CK	BC	BC								
FINANCE		JP	JP	JP								
ARRANGMNTS			MR	MR								
STANDARDS												
SMP		RW	RW									
OTHER:												

NOTE: ATTENDANCE KEY ATTACHED

AGENDA/ACTIONS:

1. Call to Order

The Section Chair (Bob Zimman) confirmed quorum and called the meeting to order.

2. Review and Approval of Minutes

The minutes for the September 2004 meetings were reviewed, approved, and entered into the Section record.

3. Officer Reports

Chair – Progress continues on adapting the Section logo to conform to the new logo standards from ASQ National.

Chair Elect – Not in attendance.

Treasurer – The Treasurer (Joe Tullington) provided the follow summary of the Section 0511 financial balances, as of September 30, 2004:

Assets:

\$ 29,476.68	Checking/Savings
<u>31.63</u>	Petty Cash
\$ 29,508.31	Total Assets

Liabilities & Equity:

\$ 127.84	Liabilities
<u>29,380.47</u>	Equity
\$ 29,508.31	Total Liabilities/Equity

Secretary – Nothing to report.

4. Committee Reports

Arrangements –The Arrangements Chair (Marie Rondot) offered to send the E-Media Chair (Bill Casti) the template for the postcard meeting announcements.

Audit – Nothing to report.

Certification / Recertification, Electronic Media & Examining

COMMITTEE CHAIR	Bill Casti
ACCOMPLISHMENTS	1. Everything's going smoothly in all.
ACTION ITEMS FOR NEXT MONTH	1. Exams being held Saturday, Oct. 16 th ; will report on them in November. 2. No recertification packages were submitted or processed in September. 3. The Secretary (Yvonne Fernandez) agreed to re-send the completed SOA Preamble to the E-Media Chair for inclusion on the section website. ¹
ISSUES/CONCERNS	1. n/a
REPORT PREPARED BY	Bill Casti, CQA
REPORT DATE	10-14-04

¹ The Secretary added this item to the report after submittal.

Education

COMMITTEE CHAIR	Frank E. Hutchison, Ph.D., Certified Quality Manager
ACCOMPLISHMENTS	<ol style="list-style-type: none"> 1. CQMgr Fall Class completed September 25. 2. Reviewed process for offering CEUs for ASQ Training. 3. Paul Mills began Fall CQA class. 4. Discussed CSQE Course instructor position with Richard Hower but he can't commit to the schedule.
ACTION ITEMS FOR NEXT MONTH	<ol style="list-style-type: none"> 1. Improve Education web site by having student contact instructor before class begins. 2. Complete paperwork for offering CEUs for ASQ Training.
ISSUES/CONCERNS	<ol style="list-style-type: none"> 1. Competition with National's education offerings.
REPORT PREPARED BY	Frank E. Hutchison, Ph.D., Certified Quality Manager
REPORT DATE	4 October 2004

Finance – Nothing to report.

Historian – Nothing to report.

Membership – The Education Chair (Frank Hutchison) volunteered to analyze the statistics and develop graphics depicting membership growth and retention. The Membership Chair (Bill Eastham) provided the Board with the results of the

Newsletter

COMMITTEE CHAIR	Ron Marafioti
ACCOMPLISHMENTS	<ol style="list-style-type: none"> 1. Published Newsletter in August 2004
ACTION ITEMS FOR NEXT MONTH	<ol style="list-style-type: none"> 1. Publish newsletter in November 2. After publishing November newsletter, copy former electronic newsletters to CD-ROM and provide to Historian.
ISSUES/CONCERNS	<ol style="list-style-type: none"> 1. Getting input/articles for publication remains major challenge for newsletter. 2. Board to select which format is most desired for Section newsletter
REPORT PREPARED BY	Ron Marafioti
REPORT DATE	14 October 2004

Nominating – Report not submitted.

Placements – Nothing to report.

Programs – Report not submitted.

Publicity

COMMITTEE CHAIR	Ron Marafioti
ACCOMPLISHMENTS	<ol style="list-style-type: none"> 1. Updated phone message for Section voice mail system.
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	
REPORT PREPARED BY	Ron Marafioti
REPORT DATE	14 October 2004

Section Management Plan

COMMITTEE CHAIR	Roger Watts
ACCOMPLISHMENTS	1. Review of upcoming milestones and ASQ recommended activities (presented to board at meeting).
ACTION ITEMS FOR NEXT MONTH	1. Begin development of business plan.
ISSUES/CONCERNS	
REPORT PREPARED BY	Roger Watts
REPORT DATE	10/14/04

SIGs – Report not submitted.

5. Unfinished and New Business

The Treasurer noted that he has not received any input on the draft budget and requested input by the next Board meeting.

6. Announcements

The E-Media Chair announced that BSI is offering a free seminar on October 26th to introduce the concepts and principles behind BS 7799-2 and ISO 17799, and their applicability to all organizations.

7. Adjournment

Noting no further business, the Chair adjourned the meeting.

8. Items for Next Month's Agenda

None identified

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 Chair
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, Examining 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 Committee Chair