

ASQ SECTION 0511 BOARD MEETING MINUTES – 9 Feb 2005

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				RZ				
TREASURER		JT	JT	JT				JT				
SECRETARY		YF	YF	YF								
CHAIR-ELECT									RM			
PAST CHAIR												
EDUCATION			FH	FH					FH			
ELECT-MEDIA/ INTERNET LIAISON			BC	BC					BC			
HISTORIAN			WM	WM					WM			
MEMBERSHIP			BE						BE			
NEWSLETTER												
PROGRAMS			SM		SM				SM			
CORP-LIAISON			YF	YF	YF							
PUBLICITY												
EXAMINING				BC	BC				BC			
CERT/RECERT CHAIR				BC	BC				BC			
NOMINATING CHAIR												
PLACEMENT CHAIR			CK									
AUDIT CHAIR			CK	BC	BC				CK			
FINANCE			JP	JP	JP				JP			
ARRANGMNTS				MR	MR				MR			
STANDARDS												
SMP			RW	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 at 18:34.

2. Review and Approval of Minutes

The January 2005 meeting minutes were not available for review.

3. Vote for Regional Director

A motion was made and passed unanimously to cast our vote for Bill Casti for the position of Regional Director. Bill was our section's nominee to that position.

4. Officer Reports

Chair (Bob Zimmer) –

- Bob attended the Baltimore – Washington Partnership for Learning and Cooperation (BWPLC) meeting.
 - The BWPLC is trying to generate Mission and Goal statements. Bob has drafts
 - They would like to post our events on their website: www.partnershipevents.com
 - Next BWPLC meeting is 16 April 05

Chair Elect (Ron Marafiotti) –

- Jerry Clark attended a meeting on the Joint ASQ/VMA/VASPQA 2005 Conference. Virginia ASQ sections are co-sponsors, along with the Virginia Senate and Virginia Management Association of the October forum to be held at the Williamsburg Marriott. As of this time we have no feedback as to what types of volunteers are needed and the planned speakers.

Treasurer (Joe Tullington) –

- The online login has changed. BB&T used National's Tax Identifier Number for all the ASQ sections that banked with them – when a new section logged on, they changed the password, which changed it for all the sections. BB&T is trying to resolve this situation.
- Sue McArthur still has an old credit card that needs to be exchanged. As two officers separately ordered them, Sue received two sets of flowers from the section after her recent illness.
- National still needs the may 05 BB&T checking account statement to complete their audit.
- See separate 31 January 2005 Balance sheet (page 1 in attached PDF file) for more details. A summary of the section financial balances follows:

Assets:

\$	25,470.98	Checking/Savings
	<u>31.63</u>	Petty Cash
\$	25,502.61	Total Assets

Liabilities & Equity:

\$	-3,726.45	Liabilities
	<u>29,175.32</u>	Equity
\$	25,502.61	Total Liabilities/Equity

Secretary (Yvonne Fernandez) – not present.

5. Committee Reports:

Membership (Bill Eastham) –

- Bill is exploring our membership in the American Society for Association Executives (www.asaenet.org). They might be able to provide membership and management support.
- Bill reported that according to national we have 739 paid members, ten of which have been members for 40 years and two since 1955. His membership report is pages 2 & 3 in the attached PDF file.
 - It was suggested that we invite the two oldest members to dinner as a special program
 - Bill contacted a dozen of the 56 unpaid members as sample. Most reported they had not renewed because their company no longer paid for their memberships.
 - We have 22 new members (not 23). It was suggested that we send a card to the new members inviting them to dinner and that the cards have an expiration date.

Publicity (Bob Zimmer) –

- Postcards are all set for March 05.

Newsletter (Ron Marafiotti) –

- Bob Zimmer reported that the postcards are all set for March 05.
- Newsletter was issued and posted
 - Used new logo for header
 - Suggests we continue with single column versus double column.

Nominating (Bill Eastham) –

- There are candidates for the four established positions:
 - Our current Secretary and Treasure will run for reelection next year.
 - Bill Casti has agreed to run for Chair-Elect
 - Our current Chair-Elect will stand for Chair
- The nominating committee's recommendations should be posted to the web site
- Elections will be held next month at the March meeting

Programs (Sue McArthur) –

- Sue suggested as speaker gifts tote bags with the new Section logo.

Publicity (Ron Marafiotti) –

- We've bought 30 each of calculators and letter openers

SIGs (Bill Casti) – Nothing to report.

Arrangements (Marie Rondot) –

- We have speakers through April

Audit (Christine Kurowski) – Nothing to report.

Cert/Recert (Bill Casti) –

- The following spreadsheets are attached:
 - Recertification Roster Listing Certifications Expired on 31 Dec 04 (pages 4 – 5 in attached PDF file)
 - Recertification Roster Listing Certifications to Expire on 30 June 05 (pages 6 – 8 in attached PDF file)
 - When recertification requests are submitted the section has 90 days to process them, and National another 90 days

Examining (Bill Casti) –

- The 4 March exams have 16 candidates
- There are enough proctors expected

Electric Media (Bill Casti) –

- New education file posted

Education (Frank Hutchinson) –

- CQA class scheduled for 9 March
- Looking for a location to hold the CSQE class
- CQM class only had one student and has been canceled
- Do these classes earn CEUs? What are CEUs – Continuing Education Credits? This might be an article in the newsletter.

Finance (Jeff Parnes) – Nothing to report.***Historian*** (Walt Mendus) –

- Bob Zimmer is scanning all historical files to PDF. Last folder is ready for processing. A CD copy goes to University of Illinois at Urbana for archiving.

Section Management Plan (Roger Watts) – Nothing to report.**6. Unfinished and New Business**

- Bob Zimmer brought up the question of whether to hold section meetings on the third Wednesday of the month starting in July 05. It was reported that we could continue to meet at the Marco Polo restaurant. The motion to do so was moved, seconded and passed
- Jeff Parnes then made a motion to move the Executive Board meetings to the third Wednesday as well. The motion to do so was seconded and passed

7. Adjournment

Noting no further business, the Chair adjourned the meeting.

8. Items for Next Month's Agenda

Discussion of Section's Educational Scholarship

Minutes prepared by: Jeffrey Parnes, Section 0511 Finance Committee Chair for Yvonne Fernandez, Section 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 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

Attachments:

1. Treasurer's Report (Page 1 of 8)
2. Membership Report (Pages 2- 3 of 8)
3. Recertification Roster Listing Certifications Expired on 31 Dec 04 (Pages 4 – 5 of 8)
4. Recertification Roster Listing Certifications to Expire on 30 June 05 (pages 6 – 8 of 8)