



ASQ SECTION 0511 BOARD MEETING MINUTES 16 AUG 2005

LOCATION & TIME – Marco Polo Restaurant, Vienna/5:30-6:30 PM

ATTENDANCE

	JUL	16 AUG	SEP	OCT	NOV	DEC	JAN 2006	FEB	MAR	APR	MAY	JUN
CHAIR		RM										
TREASURER		JT										
SECRETARY		YF										
CHAIR-ELECT		BC										
PAST CHAIR		BZ										
EDUCATION		LW										
ELECT-MEDIA/ INTERNET LIAISON		BC										
HISTORIAN												
MEMBERSHIP												
NEWSLETTER		RM										
PROGRAMS												
CORP-LIAISON		YF										
PUBLICITY		RM										
EXAMINING												
CERT/RECERT CHAIR		BC										
NOMINATING CHAIR												
PLACEMENT CHAIR												
AUDIT CHAIR		PM										
FINANCE		JP										
ARRANGMNTS		MR										
STANDARDS												
SMP												
VOLUNTEER COORD		CK										
FORUM LIAISON												
OTHER:												

NOTE: ATTENDANCE KEY IS PROVIDED AT THE END OF THESE MINUTES

AGENDA/ACTIONS

1. Call to Order

The Section Chair (Ron Marafioti) confirmed quorum and called the meeting to order at 5:30 pm.

2. Review and Approval of Minutes

The past minutes meeting were not available for review at the time of the meeting. Due to the Secretary's (Yvonne Fernandez) absence at the July meeting, those minutes were taken by Bill Eastham. Bill agreed to send his notes to the Secretary for compilation into the standard minutes format.

3. Officer Reports

Chair – The Chair stated that he had not yet received the Memorandum of Understanding (MOU) from Jerry Clark regarding the role of Section0511 in the upcoming VMA-SPQA-ASQ Forum. ASQ National wants the MOU in place before we become involved in the Forum.

ACCOMPLISHMENTS	<ol style="list-style-type: none"> 1. Assigned Bob Zimman as liaison with the VA Quality Conference and Forum for Excellence planning committee. 2. Conducted annual membership social in lieu of a monthly meeting with dinner and speaker. 3. Submitted query about what MOU we need to sign with VMA and SPQA (VA) for the 2005 VA Quality Conference and Forum for Excellence
ACTION ITEMS FOR NEXT MONTH	<ol style="list-style-type: none"> 1. Resolve MOU issue 2. Increase recruitment of volunteers for Section Committees. 3. Resolve Regional Manager visit to an upcoming dinner meeting.
ISSUES/CONCERNS	<ol style="list-style-type: none"> 1. Our volunteers are the same people year-to-year. 2. What other awards from ASQ are our volunteers eligible for?
REPORT PREPARED BY	Ron Marafioti
REPORT DATE	12 August 2005

Chair Elect – Nothing to report.

Treasurer – The Treasurer (Joe Tullington) provided the follow summary of the Section 0511 financial balances, as of 31 July 2005:

Assets:

\$	32,920.85	Checking/Savings
	<u>31.63</u>	Petty Cash
\$	32,952.48	Total Assets

Liabilities & Equity:

\$	2,464.84	Liabilities
	<u>30,487.84</u>	Equity
\$	32,952.48	Total Liabilities/Equity

The Treasurer also noted that the Audit Committee was almost done with the annual financial report, which was due to National on 15 Aug 05.

Secretary – Nothing to report.

4. Committee Reports

Arrangements –

Audit

Certification / Recertification, Electronic Media & Examining

COMMITTEE CHAIR	Bill Casti, CQA, SSCP
ACCOMPLISHMENTS	<p><u>Recertifications:</u></p> <p><i>Richard St.Onge (member number 00192399), CQA</i></p> <p><i>Charles Schue (member number 00960091), CQE</i></p> <p><i>Michael Novak (member number 73144), CQA & CQMgr.</i></p> <p><i>Andre Haddock (member number 942183), CQA</i></p> <p><i>Lisa Cunningham (member number 01215127), CQA</i></p> <p><u>E-Media</u> Updated the website as needed. Sent the Board updated monthly member list.</p> <p><u>Examining:</u> Next exams will be held Sat, October 22nd, for CQT/CRE/CMI/CHA, Biomedical, Certified Quality Manager, Six Sigma Black Belt</p>
ACTION ITEMS FOR NEXT MONTH	n/a
ISSUES/CONCERNS	n/a
REPORT PREPARED BY	Bill Casti, CQA
REPORT DATE	8-12-05

Education

Finance

Historian

Membership

Newsletter

COMMITTEE CHAIR	Ron Marafioti
ACCOMPLISHMENTS	Started collecting articles for the next newsletter.
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	Getting input/articles for publication remains major challenge for newsletter.
REPORT PREPARED BY	Ron Marafioti
REPORT DATE	12 August 2005

Nominating

Placements

COMMITTEE CHAIR	Robert Wilson
ACCOMPLISHMENTS	<ol style="list-style-type: none"> 1. Received and processed 2 openings. 2. Provided feedback to those submitting openings.
ACTION ITEMS FOR NEXT MONTH	<ol style="list-style-type: none"> 1. Process openings as received 2. Provide new postings to newsletter. 3. Check status of older openings.
ISSUES/CONCERNS	
REPORT PREPARED BY	Robert Wilson
REPORT DATE	8/15/05

Programs

Publicity

COMMITTEE CHAIR	Ron Marafioti
ACCOMPLISHMENTS	Updated phone message for Section voice mail system.
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	<ol style="list-style-type: none"> 1. Need to be more active in passing out giveaways to members and attendees at meetings. 2. Need to order giveaways for 2005 VA Quality Conference/Forum for Excellence.
REPORT PREPARED BY	Ron Marafioti
REPORT DATE	12 August 2005

Section Management Plan



SIGs

5. Unfinished and New Business

Based on a request from Ratheon, the Board discussed the topic of hosting closed ASQ training sessions, i.e., training that was available only to employees of a specified firm (in this case, CSQE training that would be been exclusively available to Ratheon employees). It was generally agreed that any firm wishing to have a closed or exclusive training session would be referred to the instructor for the course and the Section would have no further involvement.

6. Adjournment

Noting no further business, the Chair adjourned the meeting at 6:40 pm.

7. Items for Next Month's Agenda

None noted.

Minutes prepared by Yvonne Fernandez, Section 0511 Secretary

ATTENDANCE KEY

INITIALS	FULL NAME	BOARD POSITION(S)
RM	Ron Marafiotti	Chair, Publicity Chair/Newsletter Chair
JT	Joe Tullington	Treasurer
YF	Yvonne Fernandez	Secretary, Corporate Liaison
BZ	Bob Zimman	Past Chair
BE	Bill Eastham	Membership Chair, Nominating Chair
WM	Walter Mendus	Section Historian
SM	Sue McArthur	Programs Chair
MR	Marie Rondot	Arrangements Chair
BC	Bill Casti	Chair Elect, E-Media Chair, Internet Liaison, Database Chair, Examining Chair, Certification/Recertification Chair
CK	Christine Kurowski	Volunteer Coordinator
RC	Ray Crawford	Standards Chair
JP	Jeff Parnes	Finance Committee
LW	Larry Wilkins	Education Chair
RDW	Roger D Watts	SMP Committee Chair
PM	Paul Mills	Audit Chair
??	??	Forum Liaison
RWW	Robert W Wilson	Placements