



ASQ SECTION 0511 BOARD MEETING MINUTES 21 SEP 2005

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

ATTENDANCE

	JUL	16 AUG	21 SEP	OCT	NOV	DEC	JAN 2006	FEB	MAR	APR	MAY	JUN
CHAIR		RM	RM									
TREASURER		JT										
SECRETARY		YF										
CHAIR-ELECT		BC										
PAST CHAIR		BZ	BZ									
EDUCATION		LW	LW									
ELECT-MEDIA/ INTERNET LIAISON		BC										
HISTORIAN			WM									
MEMBERSHIP			BE									
NEWSLETTER		RM	RM									
PROGRAMS												
CORP-LIAISON		YF										
PUBLICITY		RM	RM									
EXAMINING												
CERT/RECERT CHAIR		BC										
NOMINATING CHAIR												
PLACEMENT CHAIR			RWW									
AUDIT CHAIR		PM										
FINANCE		JP	JP									
ARRANGMNTS		MR	MR									
STANDARDS												
SMP												
VOLUNTEER COORD		CK										
OTHER:												

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

AGENDA/ACTIONS

1. Call to Order

The Section Chair (Ron Marafioti) called the meeting to order. Because quorum was not achieved, all discussions were presented for informational purposes only and no decisions were made during this meeting.

2. Review and Approval of Minutes

The past minutes meeting were not available for review at the time of the meeting.

3. Officer Reports

Chair –.

Chair Elect – Not in attendance.

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

Assets:

\$	Checking/Savings
_____	Petty Cash
\$	Total Assets

Liabilities & Equity:

\$	Liabilities
_____	Equity
\$	Total Liabilities/Equity

Secretary – Not in attendance.

4. Committee Reports

Arrangements

COMMITTEE CHAIR	
ACCOMPLISHMENTS	
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	
REPORT PREPARED BY	



REPORT DATE	
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Audit

COMMITTEE CHAIR	
ACCOMPLISHMENTS	
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	
REPORT PREPARED BY	
REPORT DATE	

Certification / Recertification, Electronic Media & Examining

COMMITTEE CHAIR	
ACCOMPLISHMENTS	
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	
REPORT PREPARED BY	
REPORT DATE	

Education

COMMITTEE CHAIR	
ACCOMPLISHMENTS	
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	
REPORT PREPARED BY	
REPORT DATE	

Finance

COMMITTEE CHAIR	
ACCOMPLISHMENTS	
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	
REPORT PREPARED BY	
REPORT DATE	

Forum Liaison

COMMITTEE CHAIR	
ACCOMPLISHMENTS	
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	
REPORT PREPARED BY	
REPORT DATE	

Historian

COMMITTEE CHAIR	
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ACCOMPLISHMENTS	
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	
REPORT PREPARED BY	
REPORT DATE	

Membership

COMMITTEE CHAIR	
ACCOMPLISHMENTS	
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	
REPORT PREPARED BY	
REPORT DATE	

Newsletter

COMMITTEE CHAIR	
ACCOMPLISHMENTS	
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	
REPORT PREPARED BY	
REPORT DATE	

Nominating

COMMITTEE CHAIR	
ACCOMPLISHMENTS	
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	
REPORT PREPARED BY	
REPORT DATE	

Placements

COMMITTEE CHAIR	
ACCOMPLISHMENTS	
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	
REPORT PREPARED BY	
REPORT DATE	

Programs

COMMITTEE CHAIR	
ACCOMPLISHMENTS	
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	



REPORT PREPARED BY	
REPORT DATE	

Publicity

COMMITTEE CHAIR	
ACCOMPLISHMENTS	
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	
REPORT PREPARED BY	
REPORT DATE	

Section Management Plan

COMMITTEE CHAIR	
ACCOMPLISHMENTS	
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	
REPORT PREPARED BY	
REPORT DATE	

SIGs

COMMITTEE CHAIR	
ACCOMPLISHMENTS	
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	
REPORT PREPARED BY	
REPORT DATE	

Volunteer Coordinator

COMMITTEE CHAIR	
ACCOMPLISHMENTS	
ACTION ITEMS FOR NEXT MONTH	
ISSUES/CONCERNS	
REPORT PREPARED BY	
REPORT DATE	

5. Unfinished and New Business

There are a couple of action items:

- 1) Bill C. - When you have a chance, would you pls check the operation of our email and part of Web site. Both Education and Placements report they are getting no emails. In addition, Education reports that the Education links are not working (pages can't be found).
- 2) We as a Board need to clarify year-end reports that are required, and find the new (?) definition for a quorum. We could not make any decisions last night because of the lack of a

second officer, and we weren't sure if the new bylaws redefined a "quorum" so that we could have taken some actions.

3) NISH asked us if we had a list of services available through the Section - both paid and volunteer. We decided to table the issue of providing a listing on the Web or some such as a resource to our membership. We also discussed potential liability of such a list, disclaimer statements, etc. Pls review the NISH email (my 9/21/05 email sent at 8:36AM...unfortunately titled "Re:") before our October meeting.

6. Adjournment

Noting no further business, the Chair adjourned the meeting.

7. Items for Next Month's Agenda

Minutes prepared by Ron Marafioti, Section 0511 Chair and transcribed 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