



ASQ SECTION 0511

BOARD MEETING MINUTES

19 OCT 2005

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

ATTENDANCE

	JUL	16 AUG	21 SEP	19 OCT	NOV	DEC	JAN 2006	FEB	MAR	APR	MAY	JUN
CHAIR		RM	RM	RM								
TREASURER		JT		JT								
SECRETARY		YF		YF								
CHAIR-ELECT		BC		BC								
PAST CHAIR		BZ	BZ	BZ								
EDUCATION		LW	LW	LW								
ELECT-MEDIA/ INTERNET LIAISON		BC		BC								
HISTORIAN			WM									
MEMBERSHIP			BE									
NEWSLETTER		RM	RM	RM								
PROGRAMS				SM								
CORP-LIAISON		YF		YF								
FORUMS LIAISON												
PUBLICITY		RM	RM	RM								
EXAMINING				BC								
CERT/RECERT CHAIR		BC		BC								
NOMINATING CHAIR												
PLACEMENT CHAIR			RWW	RW								
AUDIT CHAIR		PM										
FINANCE		JP	JP	JP								
ARRANGMNTS		MR	MR	MR								
STANDARDS												
SMP				RW								
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) confirmed quorum and called the meeting to order at 5:33 pm.

2. Review and Approval of Minutes

The meeting minutes from the August 2005 Board meeting were presented and approved, as amended. The Chair (who took the minutes during the September 2005 Board meeting) clarified his notes for the Secretary (Yvonne Fernandez) so that she could finalize and present those minutes at the next Board meeting. Due to a death in the family, the Secretary has a backlog of past minutes to prepare and present to the Board, and she will continue to work through these in the coming months.

3. Officer Reports

Chair – The Chair provided an overview of the recent ASQ Leadership Summit. During the event, ASQ leadership identified and discussed key initiatives for improvement, many of which centered on education. He volunteered to write an overview article for the Section Newsletter. The Chair reported that Section 0509 has updated their website and included a link entitled “Find an Expert,” through which individuals can locate lists of experts in various quality-related fields. The Board discussed the benefits and basic logistics of adding a similar feature to this Section’s website; no final decision was reached on this item. The Chair reminded the Board that the various ASQ Divisions have lists of speakers that are available for dinner meetings. The Chair recommended that the Board consider adding a position for Division Liaison; no decision was reached on this item. The Chair reported that National has researched and determined that an average ASQ membership (which costs about \$110) is valued at \$6500, when all associated benefits are factored in.

Chair Elect – Nothing to report.

Treasurer – The Treasurer (Joe Tullington) provided the follow summary of the Section 0511 financial balances, as of 30 September 2005:

Assets:

\$	31,725.42	Checking/Savings
	<u>31.63</u>	Petty Cash
\$	31,757.05	Total Assets

Liabilities & Equity:

\$	3,179.39	Liabilities
	<u>28,577.05</u>	Equity
\$	31,757.05	Total Liabilities/Equity



Secretary – The Secretary clarified hand written and email notes from prior minutes and verified that all tabled items had been addressed. She volunteered to investigate and determine if there is an existing template for the Section’s Annual Report to National that addresses all required elements from the Section SOA. If there is a need, she will either create or modify the existing template and present it to the Board at the next meeting.

4. Committee Reports

Arrangements

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

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	
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

The Board discussed the option of using a speaker cell phone to call a missing Section Officer during a Board meeting if there are not enough Officers in attendance to establish a quorum and there is need for an immediate decision or action. The Board agreed to try this option if the need should arise.

6. Adjournment

Noting no further business, the Chair adjourned the meeting at 6:33 pm.

7. Items for Next Month's Agenda

None identified.

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