

## ASQ SECTION 0511 BOARD MEETING MINUTES OF 7-OCT-1999

LOCATION & TIME: Qwest Building, 7 PM

ATTENDANCE:

	1 JUL	5 AUG	2 SEP	7 OCT	4 NOV	2 DEC	6 JAN	3 FEB	2 MAR	6 APR	4 MAY	1 JUN
CHAIR	P	P	P	P								
CHAIR-ELECT	P	P		P								
PAST CHAIR	P	P		P								
SECRETARY	P	P	P	P								
TREASURER	P	P*	P	P								
EDUCATION	P	P	P									
ELECT-MEDIA	P	P		P								
HISTORIAN	P	P	P	P								
ISO9000				P								
MEMBERSHIP	P	P		P								
NQM	P											
NEWSLETTER	P			P								
PROGRAMS	P	P	P	P								
QUAL-LIASON	P	P	P	P								
Other: Examiner			P									
Other: Publicity			P									

\* Participated via phone

AGENDA/ACTIONS:

### 1 Approve September Minutes

The Board's September meeting minutes were approved with a correction to the attendance. The Chair-elect had not been present as noted.

### 2 Treasurer's Report – Donovan

Greg Donovan (Treasurer) reported a current balance of \$12,802.31 in the conglomerate of accounts plus a small amount in petty cash. The Treasurer has ordered credits cards for the Chair, Treasurer, Chair-Elect, and Past Chair.

### 3 New Member Mailing/Post Card – Rondot

Programs presented the proposed template and paper stock for new member cards. The cards include an offer of a free dinner. The first mailing will be sent out with an expiration date of January 2000.

#### **4 Motions – Casti**

The following two motions were passed:

1. Motion authorizing online discussion and voting for specific items under external time and/or deadline constraints, which cannot wait on a decision for the next formal, in-person Board meeting,

The Board may from time to time, in order to meet external time constraints, conduct discussions and voting online via email; such voting will have the same power and effect as voting conducted in person and will be recorded in the minutes of the next Board meeting as "interim Business conducted and approved/disapproved by consent of the Board, by online voting."

Any items to be covered under this motion shall have been designated by the Chair as "interim business" at the onset of discussion and shall be noted when the online motion is presented for voting. Unless otherwise time-restricted, the voting-by-email shall be open for a period not to exceed twenty four (24) hours, dated from the timestamp on the first motion-as-submitted.

Voting rules shall be applied as for in-person voting, i.e., in accordance with the section bylaws with the following exception. Items that have a time constraint under twenty four hours shall be decided by the Chair, in concurrence with the Chair-elect and another member of the Executive Board. Any such decisions shall be reported to and entered into the minutes of the next normally scheduled full Board meeting.

2. Motion to authorize Committee Chairs to spend up to \$100 for business expenses, as may be required to support section goals, without acquiring prior line-item authorization from the Board.

Committee Chairs are, at any time, authorized to spend up to one hundred dollars (\$100) per calendar month to support committee business necessities, in support of the section, without acquiring prior line-item specific authorization from the Board. Any such expenses incurred, to the maximum dollar figure permitted under this section, shall be recorded, documented, and filed on the normal section expense report for out-of-pocket reimbursement by the Treasurer. Committee Chairs may delegate this authority for specific tasks as may be required from time to time in support of that Committee.

#### **5 Budget – Burke**

The Chair requested that each Committee Chair provide him their portion of the budget, i.e., the content and estimated amount of proposed spending for the year. He will collect their input, create the overall budget, and send it out to the board members for comment.

#### **6 Video Equipment for December Meeting – Burke**

Bill Casti will check the projector and make sure it is ready and available for Pierre Thuot's dinner presentation.

**7 Northern Illinois University CQE Course Agreement – Hutchinson**

The agreement has been signed and sent. The section will publicize during dinner meetings and other venues.

**8 Richmond Section 1104 Audit Focus Group Proposal – Gavagan & Guest**

Section 1104 (Richmond) has organized its auditors and serves as a clearing house for audit services. The Section 0511 Board is looking at participating in this type of arrangement. The Board agreed that we need more information of what would be involved before making any decisions.

**9 The NOVA ISO Users Group – Casti & Murphy**

The Board agree to restart the ISO Users Group and explore what Richmond is doing under the umbrella of providing auditor resources (see item 8 above). The Board approved Donett Murphy as the Acting Chair of the ISO Committee. Possible sites were discussed for holding the ISO Users Group meetings at a frequency of once every two months. Booz Allen (McLean) was offered as a potential location.

**10 USPS Tour – Burke**

There have been 20 responses. Section 0509 was notified of the opportunity.

**11 Strategic Management Plan – Eastham**

The ASQ Strategic management Plan is on-line. Bill Casti will put a link to the appropriate site on the Section 0511 website. All Board members will read the plan to integrate it with our strategic planning process.

**12 CQSE Initiative – Burke**

The letter to ASQ is not complete yet. Once finished, the Chair will send it to the Chairperson of ASQ National and to Quality Progress. The letter will go out under the Chair's name, on behalf of the Board.

**13 The \$5 or Less Monthly Meeting – Burke**

This discussion was deferred to a later date.

**14 Reports from Committee Chairs**

Newsletter – Coley: Has been soliciting vendors for outsourcing the production of the newsletter. The Secretary will develop a calendar for inclusion in upcoming newsletters.

Programs – Rondot:: Last dinner meeting statistics are as follows: 58 registered, 53 attended, 52 ate dinner. We have speakers scheduled through December.

Publicity – Gavagan: The Board dialed into the new message line and discovered that we also had voice mail. Jim Coley will call Tim Gavigan to get cost information of both types of services.

Education – Hendrix: No report.

Historian – Mendus: Nothing to report.

Membership – Eastham: 897 section members (<100K ASQ-wide); our section has no "Fellows." Section Chair proposes March 2000 for major membership drive.

E-Media – Casti: Web page is up to date.

Examining – Schaffer: No report.

## **15 Other Business**

Bill Casti expressed interest in supporting the Treasurer, specifically in collection activities during monthly dinner meetings.

A motion was made but not seconded or acted upon to establish a \$7 finders fee for anyone recruiting a new member.

Noting no further business, the meeting was adjourned.