

ASQ SECTION 0511 BOARD MEETING MINUTES OF 4-MAY-2000

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	DB			DB		DB	DB	
CHAIR-ELECT	P	P		P	JC					JC		
PAST CHAIR	P	P		P	BC			BC		BC	BC	
SECRETARY	P	P	P	P	YF			YF		YF	YF	
TREASURER	P	P*	P	P				GD			GD	
EDUCATION	P	P	P		FH			FH			FH	
ELECT-MEDIA	P	P		P	BC			BC		BC	BC	
HISTORIAN	P	P	P	P	WM			WM		WM	WM	
ISO9000				P								
MEMBERSHIP	P	P		P	BE					BE	BE	
NQM	P									BE	BE	
NEWSLETTER	P			P	JC					JC		
PROGRAMS	P	P	P	P	SM			SM			SM	
QUAL-LIASON	P	P	P	P	YF			YF		YF	YF	
Other: Examiner			P									
Other: Publicity			P		TG							
Other: Chair-Elect 2000-01			P		TG						DJL	

* Participated via phone

AGENDA/ACTIONS:

1 Meeting Minutes Approval – All

The Board's April meeting minutes were approved. The board made the following decisions regarding future minutes:

- If any member of the board requests a roll call at the time of voting, all voters and their votes will be named in the minutes. If a roll call is not requested before the meeting is adjourned, the minutes will only reflect the final tally.
- The Secretary or her designee will ensure that a hardcopy of the minutes being voted on is available at each board meeting

2 Treasurer's Report – Donovan

The Treasurer reported \$13,531.30 in the board's checking account and one CD for \$4000. The Treasurer closed out 2 CDs and the separate scholarship account. The proceeds from both are included in the checking account balance.

3 Dinner Meeting – McArthur

Marco Polo: 19 signed up, 26 attended.

4 Annual Report – Burke

The Chair noted that the Section Annual Report is due to National on 1 Aug 2000. The Treasurer is responsible for the financial piece and each chair is responsible for a brief narrative on their committee's accomplishments. The Chair will collect the input and compile the section report. He will also request the assistance of a financial auditor—preferably one who is a member of the section. The Chair asked the Section Historian for copies of past annual reports.

5 Scholarship/Membership Night Proposals – Eastham

Membership night is planned for 22 June 2000 from 6:30 to 8:30 P.M. at the Ballston Hilton. The Committee Chair spent a total of \$4000 for the room, food, and door prizes. He requested that the display and projector be available for the evening. He will check with National to see if they have a video or slide show that would be appropriate to the occasion. The event is for ASQ 0511 Members and their guests.

There was substantial discussion about the particulars of the scholarship proposal. The board decided to leave the proposal posted and request comments by 26 May. The E-media Chair will set up a link to National's guidelines on scholarships. The Membership Chair will give an overview of the feedback at the next board meeting, re-write the proposal in June, and present it for vote at the July board meeting.

6 Reports from Committee Chairs

Education: Don Hendrix is resigning as Chair.

Membership: NQM is coming up. Requested information from National and 75 membership kits.

E-Media: Purchased Adobe Acrobat.

Historian: Section 0511 was presented with a plaque from VPMEP for our participation in the 1999 Quality = The Bottom Line Conference and Expo.

Noting no further business, the meeting was adjourned