

## ASQ SECTION 0511 BOARD MEETING MINUTES OF 3-AUGUST-2000

LOCATION & TIME: Qwest Building, 7 PM

ATTENDANCE:

	6 JUL 2000	AUG	SEP	OCT	NOV	DEC	JAN 2001	FEB	MAR	APR	MAY	JUN
CHAIR	JC	JC										
CHAIR-ELECT	DJL	DJL										
PAST CHAIR	DB	DB										
SECRETARY	YF											
TREASURER	BC	BC										
EDUCATION	RM											
ELECT-MEDIA	BC	BC										
HISTORIAN	WM	WM										
STANDARDS												
MEMBERSHIP	BE	BE										
NQM	BE	BE										
NEWSLETTER	DPT	DPT										
PROGRAMS	SM	SM										
CORP-LIAISON	YF											
Other: Education Vice-Chair	FH	FH										
Other: Guest Section Member	JD											
Other:												

AGENDA/ACTIONS:

**1. Review and Approval of July Minutes – All**

The Board approved the meeting minutes for July.

**2. Treasurer's Report – Casti**

Current account balance is \$9980.84 in savings and \$4400.00 in a CD. The audit for the past membership year is still not complete.

**3. Annual Report Inputs – Burke**

The Past-Chair (Don Burke) is compiling input from the various committee chairs. Only two reports have been received to date, Newsletter and Education. The Chair has requested reports from the remainder of the Board.

**4. 2000-2001 Budget - Board**

Discussed need for budgeting and what the relative amounts should be for each committee. Motion approved for all Board members to submit a budget by September 1 to the Chair. Chair will e-mail a template to all to complete.

**5. Arter Seminar – Casti/Coley**

12 individuals have signed up so far and will be a "go."

**6. Regional Quality Conference – Coley/Law**

AQC style conference to be held in the MD/DC/VA region for Fall of 2001. Section 509 will host at Johns Hopkins APL. Chair-elect and J. Dandurand will lead 0511 offerings and coordinate participation.

**7. Host Location for Monthly Board Meetings – McArthur**

Motion approved to move the monthly Board meeting site to Ecologic in Herndon, VA beginning in September. D. Burke will also pursue meeting site near USPS in Merrifield, VA.

**8. Reports from Committee Chairs – All**

**Programs:** July dinner meeting: 33 registered, 33 attended; August 9th dinner Red Fox Inn, 19 registered to date.

**Newsletter:** Looking for articles for Aug. 11th deadline. Education page needs update to remove Qwest offerings.

**Education:** CQM class started 2 August with 9 students. Certified Quality Improvement Associate (CQIA) course will start in December 2000.

**Membership:** 745 members as of 2 August. Membership Chair will bring the scholarship program proposal to closure at the next meeting.

**9. Other Business**

Noting no further business, the meeting was adjourned