

## ASQ SECTION 0511 BOARD MEETING MINUTES OF 2-NOVEMBER-2000

LOCATION & TIME: DataZen, 7 PM

ATTENDANCE:

	6 JUL 2000	3 AUG	7 SEP	5 OCT	2 NOV	DEC	JAN 2001	FEB	MAR	APR	MAY	JUN
CHAIR	JC	JC	JC	JC	JC							
CHAIR-ELECT	DJL	DJL	DJL		DJL							
PAST CHAIR	DB	DB	DB									
SECRETARY	YF			YF	YF							
TREASURER	BC	BC		DH	DH							
EDUCATION	RM		RM	RM								
ELECT-MEDIA	BC	BC		BC*								
HISTORIAN	WM	WM										
STANDARDS			BF	BF								
MEMBERSHIP	BE	BE		BE								
NQM	BE	BE		BE								
NEWSLETTER	DPT	DPT	DPT	DPT	DPT							
PROGRAMS	SM	SM	SM	SM	SM							
CORP-LIAISON	YF			YF	YF							
PUBLICITY			TG	TG	TG							
Other: Education Vice-Chair	FH	FH	FH	FH	FH							
Other: Finance				JP								
Other: Examining & Recert				RS	RS							
Other: Guest Section Member	JD				JD							

\* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

AGENDA/ACTIONS:

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

The Board approved the meeting minutes for September.

**2. Treasurer's Report – Hill**

The Treasurer (Don Hill) reported a checking account balance of \$20,743.79, \$4150.89 in CDs, and \$16.23 in petty cash. The quarterly report is due 13 days from the day of this

meeting. We are still working on the transition of all records from Greg Donovan to Bill Casti to Don Hill. Don recommends that the section checking account not be transferred from First Virginia Bank to Access National Bank at this time. He will address this issue at the next Board meeting.

**3. Budget and Expenditure Process – Coley/Hill**

Don is in the process of rolling the section expenditures/budget into a single spreadsheet and reconciling all items. He has asked the Board members to use the appropriate accounting sheets for expenditures and budget requests. The Chair Elect (D.J. Law) provided Don with materials from ASQ National that are used for training Section Treasurers as part of their Leadership Training Program.

**4. Bylaws Review/Revision Progress – Law**

DJ reported that he has completed 14 of the 17 articles in the current by-laws. He proposes to complete his revisions and submit the results to the Board for review. He has established a checklist denoting the required sequence of events for revising ASQ section by-laws.

**5. Section Management Plan – Law**

The board is considering implementing a Section Management Plan to foster continuous improvement. DJ agreed to talk with Bill Eastham about past efforts in this area.

**6. Nov. 2001 Regional Conference – Law**

Section 0511 has been asked to participate in this ASQ Region 5 event and provide input for it. We are currently coordinating with Section 0509 on this effort.

**7. Mar. 2001 Positive Impact Course – Coley/Dandurand**

At the invitation of the Chair (Jim Coley), Ms. Joan Dandurand (Guest Section Member) addressed the Board and discussed the possibility of providing a seminar to the section membership. Joan discussed a brief list of positive impact topics that she can customize for this purpose. Examples include recruiting, dealing with change, basic communication skills, and behavioral styles. The seminar can include breakout sessions, workshops, and team building exercises.

The Board agreed to survey the membership (at dinner meetings and through the newsletter and web site) to gain added insight into the topics that present the most interest. The Newsletter Chair (Davida P. Trumbo) agreed to discuss with the E-Media Chair (Bill Casti) the possibility of adding an active survey to the section web site.

The Publicity Chair (Tim Gavagan) noted that we need to provide information on seminars and other training events to the local papers in a timely manner.

**8. Summary of Motions, Votes, and Commitments – Fernandez**

The Secretary (Yvonne Fernandez) presented a spreadsheet that she developed (at the request of the Chair) for tracking motions and votes from each Board meeting and another spreadsheet for tracking commitments made by the Board members during these meetings. These spreadsheets will be updated and distributed to the Board members each month.

**9. Scholarship Program Update – Eastham**

This issue was not addressed due to the absence of the Membership Chair (Bill Eastham).

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

**Newsletter:** Requested information about new certification for publication. Announces a potential client for a ¼ page ad.

**Publicity:** Need guest speaker bios in advance for publicizing.

**Programs:** October Dinner Meeting statistics: 32 registered, 27 attended. November meeting: 26 registered thus far.

**Examining:** 39 individuals signed up for CQMgr exam, 26 showed up.

**11. Other Business**

Noting no further business, the meeting was adjourned

Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary

## ATTENDANCE KEY:

<b>INITIALS</b>	<b>FULL NAME</b>	<b>BOARD POSITION(S)</b>
JC	Jim Coley	Chair
DJL	Dorian J. Law	Chair Elect
DB	Don Burke	Past Chair
DH	Don Hill	Treasurer
YF	Yvonne Fernandez	Secretary, Corporate Liaison
WM	Walter Mendus	Section Historian
SM	Sue McArthur	Programs Chair
DPT	Davida P. Trumbo	Newsletter Chair
BE	Bill Eastham	Membership Chair, NQM
BC	Bill Casti	E-Media Chair
RM	Roger Mercier	Education Chair
FH	Frank Hutchison	Education Vice Chair
TG	Tim Gavagan	Publicity Chair
RS	Roger Schaffer	Examining/Recertification Chair
BF	Bill Fogelsong	Standards Chair
JD	Joan Dandurand	Guest - Section Member