

## ASQ SECTION 0511 BOARD MEETING MINUTES OF 9 JAN 2002

LOCATION & TIME: Marco Polo/Vienna, 5:30 PM

ATTENDANCE:

	12 JUL 2001	2 AUG	6 SEP	4 OCT	1 NOV	12 DEC	9 JAN 2002	FEB	MAR	APR	MAY	JUN
CHAIR	DJL	DJL	DJL	DJL	DJL	DJL	DJL					
TREASURER	JP	JP	JP	JP	JP	JP						
SECRETARY	YF			YF	YF	YF	YF					
CHAIR-ELECT	RM	RM	RM	RM	RM	RM	RM					
PAST CHAIR		JC	JC	JC								
EDUCATION	QC	QC	QC		DL	DL	DL					
ELECT-MEDIA		BC			BC*							
HISTORIAN		WM	WM	WM	WM		WM					
STANDARDS												
MEMBERSHIP	BE	BE	BE	BE	BE	BE						
NQM												
NEWSLETTER												
PROGRAMS		SM	SM	SM	SM	SM	SM					
CORP-LIAISON				YF	YF	YF	YF					
PUBLICITY		AH	AH	AH		AH	AH					
EXAMINING & RECERT												
FINANCIAL AUDIT							RC					
Other: Programs Committee							MR					
Other: Finance	DH											
Other: Guest Section Member												

\* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

### AGENDA/ACTIONS:

#### 1. Review and Approval of December 2001 Minutes – All

The December 2001 minutes were reviewed and approved by the Board, with the provision that the missing financial information would be inserted prior to finalizing and posting on the website.

#### 2. Treasurer's Report – Parnes

The Treasurer (Jeff Parnes) reports the following balances:

Assets:

\$   Checking/Savings  
      Petty Cash

<u>CD</u>
\$ Total

Liabilities & Equity:

\$ Accounts Payable
<u>Equity</u>
\$ Total

### 3. Support Letter for Northern Shenandoah Section – Law

The Board received a template for the letter of support for the Northern Shenandoah Section from the Chair of the new section (Susan Shall). The Section 0511 Chair (DJ Law) will finalize our letter based on this template, sign it, and send it to the new section chair by January 15, 2002.

### 4. Joint Event with AQP or New ASQ Section – Law

The Board discussed several opportunities for holding joint meetings with the new Northern Shenandoah Section and AQP. The Chair Elect (Roger Mercier) agreed to follow-up with the new section and coordinate a joint event once they achieve full status, possibly sometime in March-May. The Board discussed the possibility of inviting AQP members to a monthly dinner meeting, perhaps offering them a discount. The Chair will get contact information from AQP and provide it to the Chair Elect, who will follow-up on this opportunity.

### 5. Science Fair – Law

The Board discussed our support to the Annual Northern Virginal Regional Science Fair, scheduled for 9 March 2002. The Board passed a motion to provide a minimum of 4 judges, who will select no more than five projects for a prize of \$100 (awarded as Money Orders) for each project for a total not to exceed \$500. Each winner and a family member of their choice will be invited and treated to a free dinner at the May monthly dinner meeting, where the awards will be made. The Board further decided that the Science Fair support should be added to the responsibilities of the Chair Elect.

### 6. Further Joint Board/Dinner Meetings – Law

The Board agreed to extend for another two months the practice of holding joint Board meetings and dinner meetings. The Board will host an internal email discussion and vote regarding the future of this practice. The intent is to seek input from as many of the Board members as practical. The discussion/vote will consider three options: (1) hold the Board meetings and dinner meetings on separate nights, (2) hold the Board meetings immediately before the dinner meetings, or (3) hold the Board meetings immediately after the dinner meetings. The Chair Elect will lead this discussion/vote.

## 7. No Pre-Pay for Reservations – Mercier

The Board discussed potential improvements in the language on the Section website related to dinner meeting pre-paid reservations and walk-ins. The Chair Elect, Publicity Chair (Aubrey Hamilton), and Programs Chair (Sue McArthur) will identify and propose improvements to the current language. The Secretary (Yvonne Fernandez) agreed to find out whether or not the Section has received any funds from the processing of dinner meeting payments made by credit card.

## 8. Newsletter Status – Hamilton

The Board discussed requirements regarding the frequency of the Section Newsletter. National does not impose frequency requirements; each Section establishes their own and documents them in their by-laws. The Board discussed the option of an electronic newsletter instead of hardcopy. The Publicity Chair will present a proposal to the Board at the next meeting.

The Board discussed concerns about how well we keep the membership informed. The Board further discussed sending out a mailing to request that the membership provide updated contact information. The Chair Elect and Secretary will work with the Membership Chair (Bill Eastham) and present a proposal to the Board at the next meeting.

## 9. Membership Drive/Event – Eastham

This discussion was tabled due to the absence of the Membership Chair.

## 10. Reports from Committee Chairs

Programs: December dinner meeting - 35 reservations, 35 showed up.

Historian: Still waiting for the annual report and all final financial audit reports, including those for prior years that were used during the most recent audit.

Education: In process of updating education flyer that is on the Section website. Considering adding one-day workshops, free to membership, geared towards preparing for exams and/or recertification points.

Publicity: Requested dinner meeting schedule for rest of the year for publication. Programs reported that dinner meetings are held every second Wednesday, rotating among the Red Fox Inn (Feb, May, Aug, and Nov), Amphora (Mar, June, Sept, and Dec), and Marco Polo (Apr, July, and Oct).

Secretary: Will resume practice of adding action list to minutes.

## 11. Other Business

Noting no further business, the meeting was adjourned

## 12. Items for Next Month's Agenda

- 2002 Budget - Parnes
- Credit Card Processing/Dinner Meeting Payments – Fernandez/Casti

Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary

## ATTENDANCE KEY:

INITIALS	FULL NAME	BOARD POSITION(S)
DJL	Dorian J. Law	Chair
JP	Jeff Parnes	Treasurer
YF	Yvonne Fernandez	Secretary, Corporate Liaison
RM	Roger Mercier	Chair Elect, Acting Education Chair (Oct 2001)
JC	Jim Coley	Past Chair
DH	Don Hill	Finance Committee
WM	Walter Mendus	Section Historian
SM	Sue McArthur	Programs Chair
MR	Marie Rondot	Programs Committee Member
BE	Bill Eastham	Membership Chair, NQM
BC	Bill Casti	E-Media Chair
AH	Aubrey Hamilton	Publicity Chair
RS	Roger Schaffer	Examining/Recertification Chair
RC	Ray Crawford	Financial Audit Chair
JD	Joan Dandurand	Standards Chair (October 2001 - present)
BF	Bill Fogelsong	Standards Chair (June 2001 - Sept 2001)
DL	Dennis Lasley	Education Chair (Nov 2001 - present)
QC	Quentin Conroy	Education Chair (June 2001 – Sept 2001)
FH	Frank Hutchison	Education Vice Chair (June 2001 - Sept 2001)