

# ASQ SECTION 0511 BOARD MEETING MINUTES OF 8 JANUARY 2003

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

ATTENDANCE:

	10 JUL 2002	14 AUG	18 SEP	9 OCT	13 NOV	11 DEC	8 JAN 2003	FEB	MAR	APR	MAY	JUN
CHAIR	RM	RM			RM							
TREASURER	JP	JP		JP	JP		JP					
SECRETARY	YF	YF		YF			YF					
CHAIR-ELECT	AH			BE			BE					
PAST CHAIR	DJL	DJL		DJL	DJL		DJL					
EDUCATION	DL											
ELECT-MEDIA/ INTERNET LIAISON	BC	BC		BC			BC					
HISTORIAN	WM	WM		WM			WM					
MEMBERSHIP	BE	BE		BE			BE					
NEWSLETTER	RM	RM		RM			RM					
PROGRAMS	SM	SM			SM		SM					
CORP-LIAISON	YF	YF		YF								
PUBLICITY	RM	RM		RM			RM					
EXAMINING	RS											
CERT/RECERT CHAIR	DJL											
NOMINATING CHAIR	DJL											
PLACEMENT CHAIR	JM											
AUDIT CHAIR	BC											
KOALITY KID LIAISON	CK	CK			CK		CK					
FINANCE		JT										
EDUCATION		DL					DL					
ARRANGMNTS	MR			MR								
Other: STDS SIG		RC										
Other: CQMgr Trainer	FH											
Other: Former Cert/Recert Chair	RS											

\* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

## AGENDA/ACTIONS:

### 1. Review and Approval of Past Minutes – All

The Sept/Oct/Nov minutes were missing the financial data so approval was tabled until the next meeting. The December meeting was cancelled due to severe weather conditions.

## 2. Treasurer's Report/Budget Inputs – Parnes

The Treasurer (Jeff Parnes) reported the following balances as of 31 December 2002:

### Assets:

\$ 16,847.54	Checking/Savings
<u>31.63</u>	Petty Cash
\$ 16,879.17	Total

### Liabilities & Equity:

\$ 00.00	Accounts Payable
16,393.49	Equity
3,110.33	Retained Earnings
<u>-2,624.65</u>	Net Income
\$ 16,879.17	Total

## 3. Open Invoices – Parnes

This item was tabled due to the late arrival of the Treasurer.

## 4. Bank Card Signatures – Parnes

The Treasurer secured the necessary signatures from the card-holding Board members.

## 5. ASQ Section 0511 Membership Survey – Eastham

The Membership Chair (Bill Eastham) reported that 426 surveys were sent out to the general membership, excluding the Board members. As of this date, there were 53 responses. The Membership Chair will send out reminders to the remaining recipients and report on the results at the February Board meeting.

## 6. Baltimore-Washington-Northern VA Partnership for Learning – Marafioti

The Publicity Chair (Ron Marafioti) reported that he had received an invitation for ASQ0511 to join the Baltimore-Washington-Northern Virginia Partnership for Learning. We would need to offer to sponsor one meeting a year, identify a person from our section to attend their meetings, and be willing to advertise their meetings. The Publicity Chair agreed to attend some of the meetings and then report back to the Board as to the potential value/benefit to ASQ0511.

## 7. Candidate Officers for New Membership Year – Law

The Past Chair (DJ Law) reported that it is the responsibility of the Nominating Committee to assemble and recommend officers for the upcoming year. As such, he has solicited input from the membership and presented the following nominations:

Chair – Bill Eastham  
Chair-Elect – Bob Zimman  
Treasurer – Jeff Parnes  
Secretary – Yvonne Fernandez

The Board passed a motion to announce the slate of officers in the dinner meeting that was to follow the Board meeting, and ask those present to vote by acclamation for the next term of officers. The Past Chair will then provide National with the requisite information regarding the slate of officers for ASQ Section 0511, for FY2004.

## 8. Meeting Cancellation Process – Fernandez

The Board discussed several options for meeting cancellations in the event of weather or emergency conditions. The primary issues included decision-making authority/timing and notification of the restaurant and membership. The Secretary (Yvonne Fernandez) requested that the Board members provide her with their ideas via email, so she can compile them and present them at the next Board meeting. The Publicity Chair (Ron Marafioti) agreed to check with Verizon to see if they had a more user-friendly system for the Section's information phone-line that will allow for timelier updating.

## 9. Reports from Committee Chairs

Historian: Requested copies of all formal reports related to the section. Bill Eastham is working with National to get a copy of the archive of materials sent to National over the course of the last few years. The Board agreed that whenever anything is sent to National, a copy should be made and provided to the Historian

Programs: The Programs chair felt that the December meeting cancellation should have been better coordinated.

Publicity/Newsletter: The Newsletter Chair would like to get an issue out in February and needs input. Bill Eastham asked for an article about AQP donations. Input needed by end of Jan.

Membership: Reported 721 members.

Education: Will announce at dinner, the names of those who passed certification exams. Next round of exams is in March; the deadline for registering is 24 Jan.

E-Media: Webpage is still working; a new section for resumes and job postings will be coming soon.

Examining/Recertification: Next certification exam date is Saturday, 1 March.

## 10. Other Business

The Board passed a motion that only one signature is required for ASQ0511 checks, provided that the signature be from any one of the four authorized individuals: Chair, Chair-Elect, Secretary, or Treasurer.

Noting no further business, the meeting was adjourned

## 11. Items for Next Month's Agenda

- None identified during the meeting

Minutes prepared by: Yvonne Fernandez, ASQ0511 Secretary

## ATTENDANCE KEY:

INITIALS	FULL NAME	BOARD POSITION(S)
RM	Roger Mercier	Chair
JP	Jeff Parnes	Treasurer
YF	Yvonne Fernandez	Secretary, Corporate Liaison
AH	Aubrey Hamilton	Chair Elect
DJL	Dorian J. Law	Past Chair, Certification/Recertification Chair, Nominating Chair
WM	Walter Mendus	Section Historian
SM	Sue McArthur	Programs Chair
MR	Marie Rondot	Arrangements Chair
BE	Bill Eastham	Membership Chair
BC	Bill Casti	E-Media Chair, Internet Liaison, Database & Audit Chair
RS	Roger Schaffer	Former Examining/Certification/Recertification Chair
DL	Dennis Lasley	Education Chair
JM	James Miller	Placement Chair
RM	Ron Marafioti	Publicity Chair/Newsletter
CK	Christine Kurowski	Koality Kid Liaison
FH	Frank Hutchison	CQMgr Trainer