

ASQ SECTION 0511 BOARD MEETING MINUTES OF 12 FEB 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	12 FEB	MAR	APR	MAY	JUN
CHAIR	RM	RM			RM			BE				
TREASURER	JP	JP		JP	JP		JP	JP				
SECRETARY	YF	YF		YF			YF	YF				
CHAIR-ELECT	AH			BE			BE					
PAST CHAIR	DJL	DJL		DJL	DJL		DJL	DJL				
EDUCATION	DL											
ELECT-MEDIA/ INTERNET LIAISON	BC	BC		BC			BC	BC				
HISTORIAN	WM	WM		WM			WM	WM				
MEMBERSHIP	BE	BE		BE			BE	BE				
NEWSLETTER	RM	RM		RM			RM	RM				
PROGRAMS	SM	SM			SM		SM	SM				
CORP-LIAISON	YF	YF		YF								
PUBLICITY	RM	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	CK				
FINANCE		JT						JT				
EDUCATION		DL					DL					
ARRANGMNTS	MR			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/Jan minutes were not available and 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 January 2003:

Assets:

\$ 18,958.28	Checking/Savings
<u>31.63</u>	Petty Cash
\$ 18,989.97	Total

Liabilities & Equity:

\$ 00.00	Accounts Payable
16,393.49	Equity
3,110.33	Retained Earnings
<u>-513.91</u>	Net Income
\$ 18,989.91	Total

3. Give-Aways – Marafiori

The Publicity Chair (Ron Marafiori) made several suggestions regarding promotional give-aways. The Board reviewed the options and passed a motion to permit the Publicity Chair to purchase 1000 letter openers if these are under \$1 each and another item of his choice, not to exceed the authorized budget of \$1,500. Given the possibility of name change for ASQ, the Board further agreed to limit the information on these items to ASQ 0511, with our information phone line and web address.

4. Reports from Committee Chairs

Programs: Last month we had 23 attendees/22 registered. This month there are 38 registered and speakers have been booked through May.

Examining/Recertification: Next exam is 1 March from 8:00-Noon at Rm 334, Cogen Hall, NOVA Manassas Campus.

E-Media: Need to renew domain name. The Board agreed to renew for only one year because of the anticipated name change for ASQ.

Historian: University of Illinois will not accept hardcopy, only CDs. We have about 9 linear inches of material to send for archiving. Historian will investigate costs from Kinkos, Staples, etc. and report to Board.

Publicity/Newsletter: Newsletter went out on the web last week.

5. Other Business

The Board concurred that, in light of the resignation of Roger Mercier as Section Chair, Robert Zimman would be designated as the Vice Chair now, and will become the Chair Elect in July.

Bill Casti has agreed to serve as temporary Placement Chair until a new one is found. The Former Placement Chair moved to North Carolina.

Noting no further business, the meeting was adjourned

6. 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