

# ASQ SECTION 0511 BOARD MEETING MINUTES OF 10 DEC 2003

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

ATTENDANCE:

	9 JUL 2003	13 AUG	10 SEP	8 OCT	12 NOV	10 DEC	JAN 2004	FEB	MAR	APR	MAY	JUN
CHAIR		BE	BE	BE	BE	BE						
TREASURER	JP	JP	JP		JP							
SECRETARY	YF	YF	YF	YF	YF							
CHAIR-ELECT	RZ	RZ	RZ	RZ	RZ	RZ						
PAST CHAIR		DJL	DJL									
EDUCATION		DL				FH						
ELECT-MEDIA/ INTERNET LIAISON	BC	BC	BC	BC		BC						
HISTORIAN			WM			WM						
MEMBERSHIP		BE	BE	BE	BE							
NEWSLETTER		RM	RM	RM	RM							
PROGRAMS	SM	SM	SM	SM	SM	SM						
CORP-LIAISON	YF	YF	YF	YF	YF							
PUBLICITY		RM	RM	RM	RM							
EXAMINING	BC	BC	BC	BC								
CERT/RECERT CHAIR		BE	BE	BE	BE							
NOMINATING CHAIR		DJL	DJL									
PLACEMENT CHAIR	SM	SM	SM	SM	SM							
AUDIT CHAIR	BC	BC	BC	BC								
KOALITY KID LIAISON		CK	CK	CK								
FINANCE	JT	JT	JT	JT	JT	JT						
ARRANGMNTS			MR	MR		MR						
Other: CQM Instructor	FH	FH				FH						
Other: Section Member/Guest		RH	PH			BE						

\* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

## AGENDA/ACTIONS:

### 1. Review and Approval of November 2003 Minutes – All

The November 2003 minutes were not available. The minutes will be reviewed at the January 2004 meeting.

## 2. Treasurer's Report/Financial Items – Parnes

The Treasurer (Jeff Parnes) provided the detailed financial statement and stated that, with the exceptions noted below, all accounts have been reconciled. A summary of the Section 0511 balances is provided below:

### Assets:

\$	21,964.48	Checking/Savings
	<u>31.63</u>	Petty Cash
\$	<b>21,996.11</b>	<b>Total Assets</b>

### Liabilities & Equity:

\$	754.63	Liabilities
	<u>21,241.48</u>	Equity
\$	<b>21,996.11</b>	<b>Total Liabilities/Equity</b>

The Treasurer was unable to attend the meeting; however, a list of items was provided via e-mail for discussion at the meeting:

- 1) Have not received any paperwork for suggested contribution to Bill Casti. NOTE: Mr. Casti stated this would be discussed off-line with Mr. Parnes.
- 2) Have not received any supporting justification for any credit card purchases by the section chair. NOTE: Mr. Casti stated this would be discussed off-line with Mr. Parnes.
- 3) The section is now receiving membership dues allotments from National
- 4) The section is on solicitation mailing list of the charitable group to which we made a contribution in lieu of speaker's gift
- 5) Have been using the new check writing software to issue checks - (mine went through)
- 6) Have submitted the required End-of-year IRS tax form 1099-R information to National (copies to chair and historian)

The Treasurer reported via e-mail that, regrettably, due to his recent appointment as the Sully District representative to Fairfax County's Transportation Advisory Commissioner, he will not be able to serve as the section's Treasurer for the 2004-2005 term. The Treasurer intends to complete the current term and hopes to attend the January meeting.

## 3. Section Scholarship – Eastham

The Chair (Bill Eastham) reported that Robert Lamond, the 2003 scholarship recipient, received the scholarship money and some pictures were taken with the recipient's family and Mr. Eastham. Robert Lamond was also invited to attend the Jan 2004 Section Dinner Meeting for a ceremonial presentation of the scholarship check.

#### 4. Board Elections Reminder – Zimman

The Chair Elect (Bob Zimman) reminded the board that the section annual elections are due at the January Board Meeting in accordance with the current by-laws. The E-Media Chair (Bill Casti) agreed to distribute a copy of the available positions, including a brief description to the section via e-mail. It was noted that uncontested positions can be voted upon by meeting attendees.

#### 5. Committee Chair Reports

Education: Frank Hutchison distributed a copy of the certification refresher course schedules along with the exam dates for 2004. Bill Eastham needs a summarized education report covering the period July 2002 – July 2003 that will be sent to ASQ National.

Certification: Bill Eastham reported that due to weather problems, the scheduled exam was postponed one week. 27 examinees intend to show for the rescheduled date, while 6 people decided to wait until the Spring exam period. The status of re-certification packages submitted prior to Mr. Eastham's tenure is unclear. Each section is responsible for retaining the re-certification material for three years – only the cover page is submitted to ASQ National.

Electronic Media/Website: Bob Zimman suggested the addition of a 'calendar of events' to the website as a reminder for recurring activities, such as board nominations/elections, certification refresher courses, certification exam dates, etc.

Newsletter: There is an interest in a 'high-end' magazine/newsletter that would summarize the past year and provide a look-ahead to the coming year. The glossy could be published in the May/June timeframe. The topic was tabled for the January 2004 meeting.

Programs: Sue McArthur reported that 30 individuals attended the November 2003 dinner meeting and 5 additional people arrived for the speaker's presentation. Marie Rondot stated the Shenandoah Chapter offered to hold a joint dinner meeting with Section 0511 on March; the Red Fox Inn was suggested as the meeting location. Ms. Rondot reported that speakers have been lined up for the January and February 2004 meetings.

Membership: Mr. Eastham asked for assistance to identify additional ways to help section members. As a networking function, a suggestion was made to have each attendee introduce themselves and indicate whether their firm is looking for quality staff or whether the person is looking for work. Ms. McArthur mentioned the attendance database maintains the number of meetings each member attends – it was suggested that members who have attended the most number of meetings could be recognized in some manner.

History: Walter Mendus reported that the historical materials are ready to be scanned for electronic archives.

## 6. Other Business

Mr. Roger Watts was introduced as a member willing to volunteer to assist the board.

Having no further business, the meeting was adjourned.

## 7. Items for Next Month's Agenda

- Scholarship presentation
- Possibility for publishing a 'high-end' magazine/newsletter.

Minutes prepared by: Joe Tullington for Yvonne Fernandez, Section 0511 Secretary

## ATTENDANCE KEY:

<b>INITIALS</b>	<b>FULL NAME</b>	<b>BOARD POSITION(S)</b>
BE	Bill Eastham	Chair, Membership Chair, Certification/Recertification Chair
JP	Jeff Parnes	Treasurer
YF	Yvonne Fernandez	Secretary, Corporate Liaison
BZ	Bob Zimman	Chair Elect
DJL	Dorian J. Law	Past Chair, Nominating Chair
WM	Walter Mendus	Section Historian
SM	Sue McArthur	Programs Chair, Placement Chair
MR	Marie Rondot	Arrangements Chair
BC	Bill Casti	E-Media Chair, Internet Liaison, Database & Audit Chair, Examining Chair
DL	Dennis Lasley	Education Chair
RM	Ron Marafioti	Publicity Chair/Newsletter
CK	Christine Kurowski	Koality Kid Liaison
FH	Frank Hutchison	CQMgr Trainer
RH	Richard Hutchison	Section Member/Guest
PH	Priscilla Huffman	Section Member/Guest