

ASQ SECTION 0511 BOARD MEETING MINUTES OF 14 APRIL 2004

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

ATTENDANCE:

	9 JUL 2003	13 AUG	10 SEP	8 OCT	12 NOV	10 DEC	14 JAN 2004	11 FEB	10 MAR	14 APR	MAY	JUN
CHAIR		BE	BE	BE	BE	BE	BE	BE		BE		
TREASURER	JP	JP	JP		JP		JP	JP	JP	JP		
SECRETARY	YF	YF	YF	YF	YF			YF	YF	YF		
CHAIR-ELECT	RZ	RZ	RZ	RZ	RZ	RZ	RZ	RZ		RZ		
PAST CHAIR		DJL	DJL				DJL	DJL		DJL		
EDUCATION		DL				FH		FH	FH	FH		
ELECT-MEDIA/ INTERNET LIAISON	BC	BC	BC	BC		BC		BC	BC	BC		
HISTORIAN			WM			WM		WM	WM			
MEMBERSHIP		BE	BE	BE	BE		BE	BE		BE		
NEWSLETTER		RM	RM	RM	RM		RM	RM	RM	RM		
PROGRAMS	SM	SM	SM	SM	SM	SM	SM	SM	SM			
CORP-LIAISON	YF	YF	YF	YF	YF			YF	YF	YF		
PUBLICITY		RM	RM	RM	RM		RM	RM	RM	RM		
EXAMINING	BC	BC	BC	BC				BC	BC	BC		
CERT/RECERT CHAIR		BE	BE	BE	BE		BE	BE		BE		
NOMINATING CHAIR		DJL	DJL				DJL	DJL		DJL		
PLACEMENT CHAIR	SM	SM	SM	SM	SM		SM	SM				
AUDIT CHAIR	BC	BC	BC	BC				BC	BC	BC		
KOALITY KID LIAISON		CK	CK	CK			CK			CK		
FINANCE	JT	JT	JT	JT	JT	JT	JT	JT		JT		
ARRANGMNTS			MR	MR		MR	MR	MR	MR	MR		
STANDARDS							RC					
SMP									RW	RW		
Other: CQM Instructor	FH	FH				FH	FH	FH	FH			
Other: Section Member/Guest		RH	PH									

* VIA PHONE

NOTE: ATTENDANCE KEY ATTACHED

AGENDA/ACTIONS:

1. Review and Approval of Past Minutes – All

The minutes for the March 2004 meetings were approved and entered into the record.

2. Treasurer's Report/Financial Items – Parnes

The Treasurer (Jeff Parnes) provided an interim financial statement to the Board. A summary of the preliminary statement is provided below:

Debits: \$ 2,619.13
 Credits: \$ 4,277.32
 Balance: \$27,174.24

3. Scholarship Program – Eastham

The Chair (Bill Eastham) provided the Newsletter Chair (Ron Marafioti) with an article about the winner from last year's scholarship. He stated that he also needs to review and revise the procedure to reflect recent discussions the Board has had on the future of this program.

4. Newsletter Status – Marafioti

The Board discussed several options for enticing people to write articles for the Newsletter. The Board identified several recurring articles for the newsletter: Dinner meeting announcements, information on how to contact Board members, education programs, and congratulatory notices for people who passed an ASQ certification exam in the past period. Similarly, each June the newsletter should introduce the incoming Board and each December it should announce the proposed candidates. The Newsletter Chair agreed to find out for certain, how many newsletter issues must be published each year. The Board also noted that this year is the 20th anniversary of Section 0511, and that the next Newsletter should include something to commemorate this milestone.

5. Committee Chair Reports

Education:

COMMITTEE NAME	Education
COMMITTEE CHAIR	Frank E, Hutchison, Ph.D., Certified Quality Manager
ACCOMPLISHMENTS	1. Certified Quality Auditor Exam Prep Course, March –May, 2004.
ACTION ITEMS FOR NEXT MONTH	1. Improve outreach program to identify potential students earlier. 2. Improve Education web site
ISSUES/CONCERNS	Competition with National's education offerings.

Koality Kid:

COMMITTEE NAME	Koality Kid
COMMITTEE CHAIR	Christine Kurowski
ACCOMPLISHMENTS	1. ASQ would charge the section for a Koality Kid (KK) Alliance membership renewal when it expires in March. In the past, the section received a complimentary membership. The only reason for

	having a KK Alliance membership would be to better enable KK section volunteers to market KK, so it seems inappropriate to charge the section. Therefore, I declined to renew the membership.
ACTION ITEMS FOR NEXT MONTH	1. Section must decide whether to withdraw from KK efforts. 2. If renewing KK, recruit a chapter KK liaison
ISSUES/CONCERNS	Poor interest level by Fairfax County schools contacted; potential problem with section volunteers' availability during business hours to support KK activities.

Membership: There is an increase in dues for the basic membership. There is a move afoot to support the addition of a nonprofit organization in the Baldrich Award and the Section has been asked to support this effort.

SMP: The SMP Chair was not able to locate a copy of the SMP. The Chair Elect (Rob Zimman) offered to find the link to the appropriate web site and forward it to the Board members.

Programs: We have speakers for May and June.

Publicity: Nothing to report.

E-Media: Nothing to report.

Certification/Recertification/Examining: June exams will be held at 2 locations: Rockville and Manassas. The Examining Chair (Bill Casti) requested a section credit card to cover his expenses related to his Board position. The Board agreed to allocate one for him. The Treasurer will contact Bill to obtain the required personal information, and then request a card for him.

6. Other Business

Having no further business, the meeting was adjourned.

7. Items for Next Month's Agenda

- None noted

Minutes prepared by: Yvonne Fernandez, Section 0511 Secretary

ATTENDANCE KEY:

INITIALS	FULL NAME	BOARD POSITION(S)
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 (July 03 – Oct 03)
RM	Ron Marafioti	Publicity Chair/Newsletter
CK	Christine Kurowski	Koality Kid Liaison
RC	Ray Crawford	Standards Chair
JT	Joe Tullington	Finance Committee
FH	Frank Hutchison	Education Chair (Nov 03 – present)
RW	Roger Watts	SMP
RH	Richard Hutchison	Section Member/Guest
PH	Priscilla Huffman	Section Member/Guest