

Executive Board Meeting
October 3, 2005

Emma Dutton
Randall Robbins
Tom Grant
Vicki Hopkins
Larry Schultz

1. Meeting called to order at 8:34
2. Larry read and submitted the Secretary/Membership Chair report. Report is available for review by General Membership.
3. Discussed the membership requirements of AFQAM and the continued need for a current AFQAM member to sponsor an applicant. Recommendation by Vicki was to modify the application to state on the recommendation form “member since”. Add a space for a narrative for the applicant to state how the requirements are met.
4. All applications were reviewed. All questions by board members were addressed. Vicki concerned a need to verify current members work in Quality Assurance. Motion to accept the applications by Tom, 2nd by Vicki, Motion passed 5-0.
5. Nomination committee read their report: Report is available for review by General Membership. A problem with current addresses was found during the balloting. It is recommended that the Secretary maintain the current addresses in the members database.
6. Program Committee read by Randy Robbins. Report is available for review by General Membership.
7. Communication report was read by Emma. The report is available for review by General Membership. Discussion of the members only area for the website. Problem lies in a listing of contents of the Resource documents. Board feels that there are options that could allow all the necessary information be contained on the discussion list. The Board will continue to discuss the Members Only area. Retention of the messages on the discussion list will be looked at. Board doesn't feel the discussion threads do not need to be condensed. Board feels that a member who opens a survey type question should compile the responses to be saved as a database and saved to database area of the discussion list.
8. By Laws Committee Report was read and is available for review by the General Membership.

9. Resource Committee. No report was received from this committee. Discussion revolved around the disbanding of this committee. Several years have gone by with a no library created. Suggestion is that a Librarian position be created. By-Laws will be reviewed following recommendations by Board.
10. Audit Committee. Audit Committee will submit a report at a later time.
11. Strategic Planning Committee report was read and will be available for review by general membership.
12. 2005 Strategic Plan. Membership committee met the stated goals. Board still needs to develop a lab assistant program. An announcement will be made at the General Membership meeting to form a plan for this item. Training announcements have been made on the AFQAM website. Further work is required for the Resource Committee stated goals. Goal #1 needs to see additional partnership with other agencies. Goal #2 has not been met. Further work will continue on these stated goals. Goal #3, all stated objectives were met for this goal.
13. 2006 Strategic Plan is being developed at this time.
14. Presidents Report – The report was read and will be available for the general membership.
15. Treasurers Report – The financial statement was read. Board okays to renew CDs for 6 months.
16. The following individuals are being dropped from the rolls: Jagannadha Kandala, Elana Siurna, Deborah Lind, Scott Jensen, Karen Irish, Crystal Wysong.
17. A projected budget was drafted for FY2006.
18. Motion given by Vicki, 2nd by Randy, Motion passed 5-0 to accept the reports.
19. Store Report – Report was read by Vicki and will be available for general membership review. One item was lost in the mail.
20. Motion to accept Spring 2005 Board minutes by Randy, 2nd by Larry, Motion passed 5-0
21. Future conferences. Contract has been signed for the 2006 and 2007 meeting sites. 2008 presentation for east coast D.C./Virginia Beach. A proposal from Suzanne Smith was passed to the Board members. Honorariums for future speakers was discussed. Discussion centered around what will be paid and

how much. Suggested that the AFQAM general fund subsidize speaker fees for the 2006 conference. Term on this subsidy is for two years and limited to \$500.00 per person up to \$2,000.00 per conference. Vicki made a motion to approve Suzanne Smith to host the 2008 conference site, motion 2nd by Emma, motion passed 5-0.

22. A gift was approved to present to T.J.Shuflin for his valuable service during the past several years.
23. Meeting Adjourned at 12:37