

**ASQ SECTION 0511
DRAFT BOARD AGENDA
10 FEBRUARY 2016**

Location: Olive Garden, Vienna
Attendees: Attendance Document

Time Slot	What	Who
5:30 – 5:40	<p>Call to Order / Statement of Quorum</p> <ul style="list-style-type: none"> • Opening Remarks (copy sent via email; Summarize) <ul style="list-style-type: none"> ○ For Your Consideration: To maintain a Section record of our “outside the formal meeting transactions”, consider using your section position email address as a “cc:” so that email traffic is captured for an audit record on our server. 	Chair
5:40 – 5:50	<ul style="list-style-type: none"> • Reading and Approval of Minutes <ul style="list-style-type: none"> ○ Previous Monthly Minutes • Financial Report and Status 	<ul style="list-style-type: none"> • Secretary • Treasurer
5:50 – 6:15	<p>Chair Reports (Alphabetic; most frequent are position identified)</p> <ul style="list-style-type: none"> • Arrangements – pending venues • Audit – • Education – planned offerings / offerings in progress <ul style="list-style-type: none"> ○ Philadelphia will share web offerings with us ○ Olde Colony (Boston) will share web offerings with us ○ Let us post these offerings on our emerging website re-design ○ Great potential for ‘Economy of Scale’ and more preparatory offerings • Membership – • Programs – pending speakers and topics <ul style="list-style-type: none"> ○ Plans and steps to strengthen and stabilize this area • Re-Certification – • Testing – • VOC – • Webmaster – <ul style="list-style-type: none"> ○ Schedule to migrate data into our “Re-Design” ○ Status of “Alfresco” replacement • Others <ul style="list-style-type: none"> ○ Historian – ○ Lean Six Sigma SIG – ○ Software SIG – • Past Chair – • Chair Elect – • Chair – <ul style="list-style-type: none"> ○ Let us schedule a Quarterly Vision Meeting before March 31 ○ ASQ HQ has arrangements with various universities to provide ASQ members as proctors to students in off-campus programs who need to take a written exam <ul style="list-style-type: none"> ▪ University needs proctor information 30-45 days prior to exam administration <ul style="list-style-type: none"> □ Opportunity for additional RU awards to our members (no \$) □ Venue determined by our proctor □ Quality Management Division issues RU points <ul style="list-style-type: none"> ▪ RU issued on 1:1 ratio of 1 hour exam receives 0.1 RU, 2 	<p>Board Members <i>(Please, let’s stay in sequence and topic-focused for time control)</i></p>

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	<p>hour exam receives 0.2 RU, 3 hour exam receives 0.3 RU (and so on).</p> <ul style="list-style-type: none"> □ There is a viable request to ASQ 0511 for a proctor in the week of April 2 for a 3-hour written exam <ul style="list-style-type: none"> ▪ University needs proctor information by Feb 20 ▪ How quickly can we find a volunteer proctor, if any? 	
6:15 – 6:40	<p>New items for consideration</p> <ul style="list-style-type: none"> • The case for an “Equipment Chair” or “Equipment Honcho” <ul style="list-style-type: none"> ○ Screen / Projector / Electrics need reliable & consistent transportation ○ Webmaster handles Notebook / Camera / Audio • October 25-27 Quality Meeting & Networking Opportunity <ul style="list-style-type: none"> ○ PCPC (Personal Care Product Council) and EFfCI (European Federation for Cosmetic Ingredients) meet in Alexandria <ul style="list-style-type: none"> ▪ Our ASQ05 Region Director, Jim Kittredge, is a quality council member in PCPC and is bringing this to our attention (along with ASQ 0509/0502, DC & Baltimore) ○ Seeking training/trainers on Oct 27 (half day) in following areas: <ul style="list-style-type: none"> ▪ Personal care topics like GMPs, auditing, supplier assessments, lab excellence, ISO 9001/17025/22716, or exam prep courses ▪ Perhaps 10-14 students ○ Attendance anticipated at 50-70 participants ○ Let’s determine level of interest and whether we actively move forward <ul style="list-style-type: none"> ▪ Discuss March 9 or Vision Meeting (TBD) 	Listed + TBD
6:40 – 6:44	Review of Action Items / Minutes	Secretary & Chair
6:44 – 6:45	Adjournment	Chair