

**ASQ SECTION 0511
BOARD AGENDA
11 May 2016**

Location: P.J. Skidoo's, Fairfax
Attendees: Attendance Document

Time Slot	What	Who
5:30 – 5:40	Call to Order / Statement of Quorum <ul style="list-style-type: none"> • Opening Remarks <ul style="list-style-type: none"> ○ Thanks to Cyndi Reichardt for discovering ASQ omission of 0511 on a monthly report! It is corrected at Headquarters. ○ For those attending ASQ World, the Management Division will be hosting breakfast. Also, stop by their booth in the vendor display area. 	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"> ○ 	<ul style="list-style-type: none"> • Secretary • Treasurer
5:50 – 6:15	Chair Reports (Alphabetic; most frequent are position identified) <ul style="list-style-type: none"> • Arrangements – pending venues <ul style="list-style-type: none"> ○ May is our last month with Marie on DBA services, We need a backfill ASAP with the proviso that procedures and mechanics will continue as is and not take a giant step backwards to other section methods • Audit – • Education – <ul style="list-style-type: none"> ○ Continue coordinating with Section 0509 to plan courses, divide up instructors and classes. Memorandum of Understanding is coming soon. ○ Scholarship availability was advertised to all Section members, through direct email. No applications were received. ○ I haven't located a venue big enough to host the June 4 exams, need everyone to help find a place. • Membership – • Programs – ASQ World after-action discussion will take place. We are fortunate to have voting ASQ World board member, Ray Crawford (and Section member), headlining, along with confirmed appearances by Ellen Quinn (Membership Division Vice Chair), Cyndi Reichardt, Bob Orkin, and possible others (awaiting responses). • Re-Certification – • Testing – Status of using “beltway hotels” as our testing venue • VOC – • Webmaster – • Others <ul style="list-style-type: none"> ○ Historian – ○ Lean Six Sigma SIG – ○ Software SIG – • Past Chair – No Report • Chair Elect – • Chair – <ul style="list-style-type: none"> ○ Headquarters acknowledges there are many unsolicited emails and solicitations impinging sections by other ASQ members attempting to sell their wares but is not going to do anything 	Board Members <i>(Please, let's stay in sequence and topic-focused for time control)</i>

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	<p>about it. Their “suggestion” is to put a notice on our web site or “block” the email address of offenders.</p> <ul style="list-style-type: none"> ○ Let us start working our 2017 Business Plan and proposed budget as soon as the template becomes available with intent to submit prior to Labor Day ○ Do we as a Section want to make a PAR submission for calendar year 2016? ○ Let us start thinking in terms of 2017 elected officers and appointed Chairs. Keep in mind our internal requirements is that Treasurer comes from Treasurer-Elect (or a previous Treasurer with 2 years “on the bench” from last duty performance. Chair-Elect also needs to come from experience as an appointed chair or having served as a previously elected member. The rationale is for our volunteer in these two positions to have ASQ 0511 experience and background, so as to have a higher index of success by virtue of section experience. <ul style="list-style-type: none"> ▪ We need a Treasurer-Elect ▪ We need a DBA (Arrangements) Chair ▪ We need a Historian ▪ We need a Placements Chair ▪ Our current Treasurer is in office through December 2017 ▪ Our current Secretary has no term limits and may continue indefinitely ▪ Our current Chair is willing to serve in 2017 (a Chair and Chair-Elect can remain in office for 6 years, the same as a Region Director). Note: A Chair-Elect is drawn from an appointed Chair (past or present) or previously elected officer. ▪ All other Chair appointments may continue indefinitely (so please provide an indication of your druthers) ○ If we are going to stage a membership “fun activity”, we need ideas and dates for completion prior to October 15 (latest date). Let’s keep in mind that there will always be family/personal activities, work activities, and the like so that there is no ultimate ideal date or activity. Unlike some organizations (where one is on the payroll), we are not doing this in conjunction with “mandatory fun”, but will be for those so inclined to want to attend and participate. 	
6:15 – 6:40	<p>New items for consideration</p> <ul style="list-style-type: none"> • Should we explore creating a list of qualified proctors for unusual exam circumstances? This would be for ASQ certification seekers 	TBD

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	<p>who have a religious conflict with our 4 Saturday provided exams or students with a distant university or members returning from work travel, etc.? Background: We received an inquiry about special accommodations for the June 2016 exams.</p> <ul style="list-style-type: none"> ○ What steps must be taken for exam security & integrity? What are the time limits to not only administer the exam but to return the completed exam to our Test Proctor Chair? Do we have the manpower? How do we pre-vet such proctors? What physical infrastructure must be present for such a prospective exam taker? ○ Is this a path we want to proceed upon relative to “test exceptions”? Do we open a “Pandora’s Box” by proceeding on this path? Does this exceed our “supply chain”? ○ If we do not have answers and a path forward on this matter, should we respond “Unable” to the June special accommodation request? (I have not been able to find any headquarters ASQ documentation that obligates us as a section to make an exam date accommodation, or provide proctors “on demand” especially on short notice). ○ Is this a “re-evaluate” service that gets examined once other matters more fundamental to Section 0511 are stabilized? 	
6:40 – 6:44	Review of Action Items / Minutes	Secretary & Chair
6:44 – 6:45	Adjournment	Chair

Meeting Minutes/Notes:

Call to Order: P.M.

By:

In attendance:

Opening Remarks:

Officer and Chair Reports:

Secretary – previous month meeting minutes

□

Treasurer

□ Financials posted as a separate document.

□

Arrangements

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- Audit**
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- Education**
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- Membership**
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- Programs**
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- Re-Certification**
-
- Testing**
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- VOC**
-
- Webmaster**
-
- Special Interest Groups (SIG)**
- Historian
-
- Lean Six Sigma (LSS)
-
- Software (SW)
-
- Chair-Elect**
-
- Chair**
-

- NEW ITEMS**
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Adjourned: P.M.