**ASQ SECTION 0511
BOARD AGENDA
13 July 2016**

Location: Fiona's Irish Pub, Kingstowne (Alexandria)
Attendees: Attendance Document

Time Slot	What	Who

5:30 – 5:40	**Call to Order / Statement of Quorum**
	• Opening Remarks
	 o July 30 Vision Meeting will focus on 3 items
	  ▪ 2017 Business Plan
	  ▪ 2017 Chair slate and line-up (Regional Training "late Oct/early Nov" near Harrisburg on a Saturday)
	  ▪ PAR for our 2016 works
		Chair

5:40 – 5:50	• Reading and Approval of Minutes
	 o Previous Monthly Minutes
	• Financial Report and Status
	 • We have a SIG payment plan rhythm in place with Section 0509
	  ▪ Section 0511 is primary payer for LSS in odd months
	  ▪ Section 0511 is primary payer for Software in even months
	  ▪ Section 0509 is primary for LSS in even months; Software in odd months
		• Secretary
		
		• Treasurer

5:50 – 6:15	**Chair Reports (Alphabetic; most frequent are position identified)**
	• Arrangements – Upcoming venues
	 o August 10 – Olive Garden (Tysons Corner)
	 o September 14 – Houlihan's (Springfield)
	 o October 12 – Maggiano's (Tysons Corner)
	 o November 9 – (Pending)
	 o December 14 – (Pending)
	• Arrangements – DBA
	  o Dinner reservations are key to populating member attendance Recertification Units (RU) and these RUs are some of the easiest to attain. The earlier people commit to dinner, the easier it is to keep an up-to-date database
	• Audit –
	• Education – We are actively seeking an Education Chair for remainder of 2016
	  o Our current Chair will train and transfer knowledge, as well as our "Lending Library"
	  o We need to establish a certification exam prep training rhythm given the new ASQ-Prometric testing paradigm
	  o Awaiting Section 0509 response on a memorandum of understanding (MOU) on joint training for our members seeking certification
	• Membership –
	• Programs – Speakers for our monthly General Member Dinner Meetings continue to be a challenge given cancellations without adequate, readily available backfill.
	• Re-Certification –
	• Testing – Prometric testing diminishes our robust requirements for "proctors". Perhaps our soon-to-be under-utilized proctors present a viable resource for other activities important to our recurring Section needs.
	• VOC –
	• Webmaster –
	• **Others**
		Board Members (*Please, let's stay in sequence and topic-focused for time control*)

	o Historian – o Lean Six Sigma SIG – o Software SIG – • Past Chair – None • Chair Elect – • Chair – o 2017 Business Plan and Budget – need inputs	
6:15 – 6:40	**New items for consideration** • September-October Certification Exam testing logistics continue to be a concern relative to seat availability. o Although this is a corporate headquarters action item, let us continue to articulate early, proactive certification registration and test scheduling for each window of opportunity.	TBD
6:40 – 6:44	**Review of Action Items / Minutes**	Secretary & Chair
6:44 – 6:45	**Adjournment**	Chair

Meeting Minutes/Notes:
Call to Order: 5: P.M.
      B**y:**
In attendance:

Opening:

Officer and Chair Reports:
Secretary – previous month meeting minutes
   □
Treasurer
   □   Financials posted as a separate document.
   □
Arrangements – Venue
   □
Arrangements – DBA
   □
Audit
   □
Education
   □
Membership
   □

Programs
   □
Re-Certification
   □
Testing
   □
VOC
   □
Webmaster
   □
Special Interest Groups (SIG)
Historian
   □
Lean Six Sigma (LSS)
   □
Software (SW)
   □
Past Chair
   □   None
Chair-Elect
   □
Chair
   □

NEW ITEMS
   □

Adjourned: 6: P.M.