

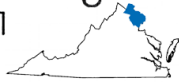
ASQ Section 0511
Board Agenda
14 August 2019

Location: Olive Garden, Tysons Corner.
Attendees: See “Officers Present” below

Time Slot	What	Who	Decisions / Actions*
5:30 – 5:35	<ul style="list-style-type: none"> • Call to Order / Statement of Quorum ○ Opening Remarks 	<ul style="list-style-type: none"> • Chair 	
5:35 – 5:45	<ul style="list-style-type: none"> • Reading and Approval of Minutes ○ Previous Monthly Minutes • Financial Report and Status 	<ul style="list-style-type: none"> • Secretary • Treasurer 	
5:45 – 5:55	<ul style="list-style-type: none"> • Discussion of Board Vision meeting of 28 July 	<ul style="list-style-type: none"> • Chair and attendees 	
5:55 – 6:15	<ul style="list-style-type: none"> • Committee Chair Reports ○ Arrangements – pending venues ○ Audit ○ Database ○ Education – planned offerings ○ Finance ○ Membership ○ Nominations ○ Placements ○ Programs – pending speakers/topics ○ Re-Certification ○ Treasurer ○ VOC ○ Webmaster – on-line expense forms ○ Others (Historian, SIGs, Past Chair, etc.) ○ Chair Elect ○ Chair 	<ul style="list-style-type: none"> • Board Members (<i>Please, let's stay in sequence and topic-focused for time control</i>) 	
6:15 – 6:25	<ul style="list-style-type: none"> ○ September meeting Location – Maggiano's, Tysons Corner Speaker – Neil and NG may also provide a panalist 	<ul style="list-style-type: none"> • Board and chairs 	
6:25 – 6:30	<ul style="list-style-type: none"> • Review of Action Items / Minutes 	<ul style="list-style-type: none"> • Secretary & Chair 	
6:30	<ul style="list-style-type: none"> • Adjournment 	<ul style="list-style-type: none"> • Chair 	

Information provided by **Regina Huebner**, Component Relations Coordinator, 414-274-2201 | rhuebner@asq.org

Hi Team,



ASQ Section 0511
Board Agenda
14 August 2019

I have updated our community with some new resources!

Link to the South Atlantic Region Committee Community on myASQ – <https://my.asq.org/communities/home/123>

PowerPoint from the Region Center Call, July 24th – <https://my.asq.org/communities/reviews/item/123/12/646>

myASQ Quick Reference – <https://my.asq.org/communities/reviews/item/123/12/642>

Example Communities, Check Out These Communities! – <https://my.asq.org/communities/reviews/item/123/12/648>

Sample Communication about your community, Introduce Your Online Community – <https://my.asq.org/communities/reviews/item/123/12/650>

- Another great resource for *Community Admins* can be found at the link below <https://my.asq.org/communities/discuss/viewcategory/117/248>

*Please Note: If you are unable to access the documents on myASQ here are some troubleshooting tips:

- Double Check that you're logged in
- If you're logged in and can't access the documents, email Regina rhuebner@asq.org
 - You need to be imported to the Region Community

If you have any questions or concerns, please let me know!

Action Item Summary:

Action Item: Board verify that their login status is up to date.
Status: New item

Action Item: Board verify that their attendance records are accurate to check system.
Status: New item

Action Item: Eric check on the Yard House or other location in PG County by 7.17.
Status: New item

Action Item: Jeff pursue another location in south county or PW.
Status: Accomplished – Harbour House scheduled and menu finalized

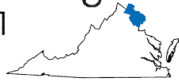
Action Item: Jeff or Mike. Follow up with Wayne Champion on a presentation for 2020.
Status: New item

Action Item: Connie. Will send out information and directions for attending the Vision Meeting.
Status: Done

Action Item: Jeff. Will see if someone from National can be on the phone for the VM.
Status: Done

Older Action Items:

Action Item: Jeff. Check to ensure jobs placement page updated.
Status: In progress



ASQ Section 0511
Board Agenda
14 August 2019

Action Item: Jeff. Migrate old site to new site.
Status: In progress

Action Item: Jeff – Update VOC link on website.
Status: In progress

Action Item: Jeff – Draft a letter identifying Sara as the current Section treasurer as documentation of her bona fides.
Status: Done

Action Item: Cyndi – Updated badges for current board and chairs.
Status: Not started

Action Item: Jeff – Send a notification to membership alerting them to the savings for early renewal before ASQ implements new “Professional” membership category.
Status: Not started

Action: Sara – Cancel uncashed \$200 check (for PO box) in the database with explanation.
Status: Couldn’t do it; may need to go to bank to have canceled.

Action: Muzaffar – Will email ASQ educational resources handout to board and also post on Education location on site.
Status: In progress. PDF was sent; not posted on website yet.

Action: Connie – Reach out to Arnold re VOC duties overview and ideas; Jeff provided email address.
Status: In progress

Action: Jeff – Update bank signature cards for current authorized officers.
Status: Sara has arranged for TD Bank to contact Corey and Barbara to finalize new signature cards for bank account.

Action: Ken – Work with Barbara to make sure past corrected meeting minutes are on the SharePoint site.
Status: **Cleared – superseded by general new action item above.**