

ASQ Section 0511 Vision Meeting Agenda

January 25, 2020

110 Fairview Park Drive, #250

Falls Church, VA 22042

1:00 pm – 4:00 pm

1. Introduce new SLC Members
2. Finalize annual budget for CY 2020
 - a. Budget for board members to attend national meeting
 - b. Budget for committee chair monthly expenditures
 - c. Any additions to current budgeted expenditures (including item 3c below)
3. Planning for our “Special Event” program for a meeting in the fall
 - a. Venue
 - b. Topic/participants
 - c. Budget
4. Attendance report formatting (for member recertification) We need to create a template and upload it to our SharePoint so that anyone could go in and enter the data and send the report to someone as needed.
5. Review My ASQ and how to get into our SharePoint. Everyone on the board should be able to get into this now (except Devon and Diana who may not have access yet.)
6. Our new Section 0511 Website
 - a. What is the website address?
 - b. What pages do we want on it?
 - c. Who will be responsible for updating each page?
 - d. Who will be sending out announcements?
 - e. Who will send out emails about meetings or other information?
 - f. When will it be published?
 - g. We need to make sure everyone in the section has access and go over that with them and send out instructions.
7. Status of our 2019 Financial Report
 - a. The report is due by Feb 10, 2020 – must be completed or we will be defunded.
 - b. Send to FinMGTTeam@asq.org and send a copy to the 2020 Region Director
 - c. Does this need to happen in conjunction with the yearly audit or is this separate?
8. VOC Chair Orientation (email from Karen Maskell 1/16/20)
 - a. Being held January 30 @11 a.m. CST
 - b. All sections have access to ONE Qualtrics account that we can develop and send out customer surveys from and distribute, analyze and report on them.
 - c. Has anyone on the board used it?
9. ASQ WCQI
 - a. Who can attend CLI? This year it’s Sunday May 3 from 8 a.m. – 8:30 p.m.
 - b. Who wants the discount code for CLI Registration? Only 2 members of the board can go and they give you half off your registration.
 - c. What month would we like to have the attendees be the speakers? June? July?
10. Go over and resolve outstanding action items from 2019
11. Open forum (as time allows)