

ASQ SECTION 0511
BOARD MEETING AGENDA
8 DEC 2004

1. Call to Order
2. Reading & Approval of Minutes
3. Officer Reports/Announcements
 - a. Chair
 - Revised Section logo
 - Regional Director nominations
 - VA SPQA examiners
 - Joint ASQ/VMA/VASPQA 2005 Conference
 - Share member database with Philadelphia section
 - b. Chair Elect
 - c. Treasurer
 - 30 June 2004 bank statement to National
 - Resolution of general ledger discrepancy
 - 1099 reporting input to National by 12 Jan 2005
 - d. Secretary
 - Section Operating Agreement signed by National
4. Committee Reports/Announcements
 - a. Arrangements
 - b. Audit
 - c. Certification / Recertification
 - d. Electronic Media
 - e. Education
 - f. Examining
 - g. Finance
 - h. Historian
 - i. Membership
 - How to increase attendance at Section meetings and functions
 - Use of National List as basis for section e-mail announcements
 - Reinstating postcards for meeting notices
 - Contact non-renewing members
 - Welcome to new members/thanks to renewing members
 - Member survey results
 - j. Newsletter
 - 4th quarter published
 - k. Nominating
 - Plan for section elections
 - l. Placements
 - m. Programs
 - n. Publicity
 - o. Section Management Plan
 - Business Plan: Approval of line items/Input required:
 1. Dates of Activity
 2. Responsible Committees
 3. Measures of Effectiveness
 - Budget Submission
 - p. SIGs
5. Unfinished and New Business
 - Moving monthly meetings to third Wednesday of the month
6. Adjournment