

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

Location: Fiona’s Irish Pub, Alexandria (Kingstowne/Springfield)

Attendees: Attendance Document

Time Slot	What	Who
5:30 – 5:40	<p>Call to Order / Statement of Quorum</p> <ul style="list-style-type: none"> ○ Opening Remarks <ul style="list-style-type: none"> ○ Region 05 Leadership Training occurred on Saturday, April 9 <ul style="list-style-type: none"> • Section Leaders share many similar concerns about meeting attendance, membership renewals, ideal venue location, etc. • Introduced to “Slack” a free to ASQ collaborative, communication portal designed to eliminate over reliance (and dependence) upon email. Seamlessly allows file sharing, meeting coordination, and records voting. ○ Dr. Ron Kelley, Section 0509 Chair, would like to share and advertise 0511 activity dates on his web site as we reciprocate with him 	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"> ○ Headquarters is rolling out a new Excel financial reporting system <ul style="list-style-type: none"> • Creates a U.S. standard • Automates Quarterly and Year-To-Date (YTD) reporting • Section 0511 is a beta tester 	<ul style="list-style-type: none"> • Secretary • Treasurer

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<p>5:50 – 6:15</p>	<p>Chair Reports (Alphabetic; most frequent are position identified)</p> <ul style="list-style-type: none"> • Arrangements – pending venues • Audit – • Education – 2 of 4 CM/QOE students passed March exams <ul style="list-style-type: none"> ○ Scholarship application information posted on web site ○ Coordinating with Section 0509 on joint certification prep course logistics <ul style="list-style-type: none"> • Attains minimum participants to stage class • Potential for more course offerings increases • Retains local flavor ○ CQA course prep to begin end of April, start of May for June ○ Need testing venue for Saturday, June 5 • Membership – • Programs – We need speakers! • Re-Certification – • Testing – Testing venue needed for Saturday, June 5 • VOC – • Webmaster – • Others <ul style="list-style-type: none"> ○ Historian – ○ Lean Six Sigma SIG – Section 0509 has been financially subsidizing without agreed upon 0511 and IEEE contributions ○ Software SIG – • Past Chair – • Chair Elect – • Chair – Start thinking about an October meeting theme at the executive level <ul style="list-style-type: none"> ○ We failed to achieve a Bronze PAR repeat performance because as a Board, we had 4.20% response to leadership surveys from headquarters (down from 25% response last year) ○ Our PAR Innovation did not qualify for recognition ○ Part of June Meeting will be a World Conference recap by our Section attendees who physically attended and participated ○ How and when do we fill Board vacancies? ○ Do we want to arrange a “fun” Saturday? ○ We need to establish a roster of speaker names for meetings ○ Extra proctoring duty (university exams, etc.) for RU ○ Scholarship concerns in Milwaukee and IRS 501 (c)(1) status 	<p>Board Members <i>(Please, let's stay in sequence and topic-focused for time control)</i></p>
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6:15 – 6:40	<p>New items for consideration</p> <ul style="list-style-type: none"> ○ Proactively advertise and promote direct membership and meeting benefits: <ul style="list-style-type: none"> • Recertification Units (RU) • Professional Networking • Job Leads / Candidate Leads • Lessons learned forums • Leading edge speakers and topics impacting quality today • Certification exam preparation training • Testing for National Certification Exams in local area 4 times a year ○ Hotel as testing venue, 4 times per year <ul style="list-style-type: none"> • I-495 at Tysons Corner / Falls Church / Springfield (0700-1400) • Seamless “turnkey” operation • Eliminates “citizenship” matters • Readily accessible, test configured rooms, parking, rest rooms, etc. • Lodging for those who want to be close 	TBD
6:40 – 6:44	Review of Action Items / Minutes	Secretary & Chair
6:44 – 6:45	Adjournment	Chair