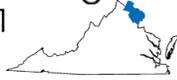


**ASQ SECTION 0511  
BOARD AGENDA  
10 August 2016**

**Location:** Olive Garden, Tysons Corner  
**Attendees:** Attendance Document

Time Slot	What	Who
5:30 – 5:40	<p><b>Call to Order / Statement of Quorum</b></p> <ul style="list-style-type: none"> <li>• Opening Remarks               <ul style="list-style-type: none"> <li>○ In our July 30 (Sa) Vision and Strategy meeting, we worked on generating an on-going list of speakers and topics; discussed a Section Leadership slate of candidates; and initiated our 2017 Business Plan. A “wall chart” size poster of our work-in-process 2017 Business plan is on display with Post-It Notes for comments to be made.</li> </ul> </li> </ul>	Chair
5:40 – 5:50	<ul style="list-style-type: none"> <li>• Reading and Approval of Minutes               <ul style="list-style-type: none"> <li>○ Previous Monthly Minutes</li> </ul> </li> <li>• Financial Report and Status               <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Secretary</li> <li>• Treasurer</li> </ul>
5:50 – 6:15	<p><b>Chair Reports (Alphabetic; most frequent are position identified)</b></p> <ul style="list-style-type: none"> <li>• Arrangements – Venues               <ul style="list-style-type: none"> <li>○ Sep – Not Your Average Joes (Reston)</li> <li>○ Oct – Maggianos (Tysons Corner)</li> <li>○ Nov – Houlihans (Springfield)</li> <li>○ Dec – On The Border (Reston)</li> </ul> </li> <li>• Arrangements – DBA               <ul style="list-style-type: none"> <li>○ No report</li> </ul> </li> <li>• Audit –               <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Education – Coordination and Cooperation with Section 0509 [<b>15 Minutes</b>]               <ul style="list-style-type: none"> <li>○ Survey of other Sections on Courses, Fees, and Course length</li> <li>○ Member survey</li> <li>○ MOU on course delivery {Motion and Vote desired}</li> <li>○ Course length hours</li> <li>○ Student fee of \$495 per any given course</li> <li>○ Instructor compensation</li> </ul> </li> <li>• Membership –               <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Programs –               <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Re-Certification –               <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Testing –               <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• VOC –               <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Webmaster –               <ul style="list-style-type: none"> <li>○ Disposition on pending equipment</li> </ul> </li> <li>• <b>Others</b> <ul style="list-style-type: none"> <li>○ Historian –</li> <li>○ Placements – No report</li> </ul> </li> </ul>	Board Members <i>(Please, let's stay in sequence and topic-focused for time control)</i>



**ASQ SECTION 0511  
BOARD AGENDA  
10 August 2016**

	<ul style="list-style-type: none"> <li>○ Lean Six Sigma SIG –</li> <li>○ Software SIG –</li> <li>• Past Chair – No report</li> <li>• Chair Elect – <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Chair – <ul style="list-style-type: none"> <li>○ Until further notice, the Chair will be performing the “Nominating Chair” duties</li> <li>○ Please review the “proposed” 2017 slate of section leadership candidates and make edits. If possible, can we have this list 100% firm for presentation at the 14 September 2016 dinner meeting. (See List Below)</li> <li>○ The 2017 Business Plan is sent under separate cover for your review, edits and inputs. Let’s have this finalized by September</li> </ul> </li> </ul>	
6:15 – 6:40	<b>New items for consideration</b> <ul style="list-style-type: none"> <li>•</li> <li>○</li> </ul>	TBD
6:40 – 6:44	<b>Review of Action Items / Minutes</b>	Secretary & Chair
6:44 – 6:45	<b>Adjournment</b>	Chair

**ASQ 0511 Leadership - Calendar Year 2017**

<b>Chair</b>	Gregg Monaco	<b>Lean Six Sigma SIG</b>	Kristine Hejna
<b>Chair Elect</b>		<b>Membership</b>	Mike Coleman
<b>Secretary</b>	Barb McCullough	<b>Nominating</b>	Gregg Monaco
<b>Treasurer</b>	Cyndi Reichardt	<b>Placements</b>	Seema Garg
<b>Past Chair</b>	<Vacant>	<b>Programs</b>	Paul Myers
<b>Arrangements - Venue</b>	Caroline Miller	<b>Recertification</b>	Christine Kowalski
<b>Arrangements - DBA</b>	Bob Orkin	<b>Software SIG</b>	Kristine Hejna
<b>Audit</b>	Charlotte Wild	<b>Testing/Proctor</b>	Muzaffar Zaffar
<b>Education</b>		<b>Treasurer-Elect</b>	Sara McAlpine
<b>Historian</b>	Connie Broadie	<b>Voice of Customer</b>	Jai Singh
		<b>Web/Internet</b>	Jeff Parnes