

**ASQ SECTION 0511  
BOARD AGENDA  
14 September 2016**

**Location:** Not Your Average Joe's, Reston  
**Attendees:** Attendance Document

Time Slot	What	Who
5:30 – 5:40	<b>Call to Order / Statement of Quorum</b> <ul style="list-style-type: none"> <li>• Opening Remarks               <ul style="list-style-type: none"> <li>○ Chair slate of elected candidates needs finalized</li> <li>○ Budget and Biz Plan need to be submitted</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	<b>Chair Reports (Alphabetic; most frequent are position identified)</b> <ul style="list-style-type: none"> <li>• Arrangements – Venues               <ul style="list-style-type: none"> <li>○ October meeting at P.J. Skidoo's (pre-menu selections needed)</li> </ul> </li> <li>• Arrangements – DBA               <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Audit –               <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Education –               <ul style="list-style-type: none"> <li>○ MOU with Section 0509 approved</li> <li>○ Dept of Housing and Urban Development (HUD) will receive ASQ CQA training, courtesy of Section 0509 instructor availability</li> <li>○ Joint Section 0509/0511CQA Saturday training takes place on Saturdays, Oct-Nov</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>○ Prometric computer based testing (CBT) begins later this month</li> </ul> </li> <li>• VOC –               <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Webmaster –               <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• <b>Others</b> <ul style="list-style-type: none"> <li>○ Historian –</li> <li>○ Lean Six Sigma SIG –</li> <li>○ Software SIG –</li> </ul> </li> <li>• Past Chair –               <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Chair Elect –               <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• Chair –</li> </ul>	Board Members <i>(Please, let's stay in sequence and topic-focused for time control)</i>

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	<ul style="list-style-type: none"> <li>○ Region 05 training for all chair positions and other interested persons is scheduled for Saturday, Nov 5 (9 AM – 2 PM) <ul style="list-style-type: none"> <li>▪ Primary venue – TBD</li> <li>▪ Secondary venue – Section 0511</li> </ul> </li> <li>○ We need volunteers to fill Programs Chair and Education Chair</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