

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

Location: Not Your Average Joe's, Reston

Attendees: Attendance Document

Time Slot	What	Who
5:30 – 5:40	Call to Order / Statement of Quorum <ul style="list-style-type: none"> • Opening Remarks <ul style="list-style-type: none"> ○ “Chair slate” of elected candidates needs finalized ○ Budget and Biz Plan need to be submitted 	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"> ○ \$23,711 cash 	<ul style="list-style-type: none"> • Secretary • Treasurer
5:50 – 6:15	Chair Reports (Alphabetic; most frequent are position identified) <ul style="list-style-type: none"> • Arrangements – Venues <ul style="list-style-type: none"> ○ October meeting at P.J. Skidoo's (pre-menu selections needed) – Fairfax ○ Houlihan's – Springfield ○ On The Border – Reston • Arrangements – DBA <ul style="list-style-type: none"> ○ • Audit – <ul style="list-style-type: none"> ○ • Education – <ul style="list-style-type: none"> ○ MOU with Section 0509 approved ○ Department of Housing and Urban Development (HUD) will receive ASQ CQA training, courtesy of Section 0509 instructor availability ○ Joint Section 0509/0511CQA Saturday training takes place on Saturdays, Oct-Nov • Membership – <ul style="list-style-type: none"> ○ 571 Total (as of Sep 13) ○ 17 New • Placements <ul style="list-style-type: none"> ○ 4 Opportunities received • Programs – <ul style="list-style-type: none"> ○ Mr. James Pastorick (“Jim”) has volunteered to serve in this vital position • Re-Certification – <ul style="list-style-type: none"> ○ Members need to follow our website instructions to the letter <ul style="list-style-type: none"> ▪ Packages must go through the Re-Certification Chair (never Milwaukee) ▪ Accuracy and Completeness are mandatory • Testing – <ul style="list-style-type: none"> ○ Prometric computer based testing (CBT) begins later this month and there should be quantifiable data in time for our October meeting • VOC – <ul style="list-style-type: none"> ○ • Webmaster – <ul style="list-style-type: none"> ○ • Others 	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"> ○ Historian – ○ Lean Six Sigma SIG – on-travel, no report ○ Software SIG – on-travel, no report • Past Chair – No Report • Chair Elect – <ul style="list-style-type: none"> ○ • Chair – <ul style="list-style-type: none"> ○ 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"> ▪ Primary venue – TBD ▪ Secondary venue – Section 0511 ○ We need volunteer to fill Education Chair 	
6:15 – 6:40	<p>New items for consideration</p> <ul style="list-style-type: none"> • ○ 	TBD
6:40 – 6:44	Review of Action Items / Minutes	Secretary & Chair
6:44 – 6:45	Adjournment	Chair