

**ASQ SECTION 0511
DRAFT BOARD AGENDA
14 December 2016**

Location: On The Border, 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"> ○ Save the Date – Friday 24 February 2017 – ASQ Training ○ Loew’s Madison Hotel, 1177-15th Street, NW, Washington, DC 	Chair
5:40 – 5:50	<ul style="list-style-type: none"> ○ Reading and Approval of Minutes ○ Previous Monthly Minutes ○ Financial Report and Status <ul style="list-style-type: none"> ○ Section 0509 has paid for HUD training books and instructor. ○ Want to transfer negotiations from Cyndi to 0509 	<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"> ○ Fiona’s (Jan 11) – Kingstowne/Alexandria • Arrangements – DBA <ul style="list-style-type: none"> ○ • Audit – <ul style="list-style-type: none"> ○ • Education – <ul style="list-style-type: none"> ○ Finalizing MOU with 0509 • Membership – <ul style="list-style-type: none"> ○ • Placements <ul style="list-style-type: none"> ○ • Programs – <ul style="list-style-type: none"> ○ January is VA Mortuary Affairs • Re-Certification – <ul style="list-style-type: none"> ○ • Testing – <ul style="list-style-type: none"> ○ • VOC – <ul style="list-style-type: none"> ○ • Webmaster – <ul style="list-style-type: none"> ○ • Others – Finalizing financial MOU with 0509 <ul style="list-style-type: none"> ○ Historian – ○ Lean Six Sigma SIG – ○ Software SIG – • Past Chair – <ul style="list-style-type: none"> ○ • Chair Elect – <ul style="list-style-type: none"> ○ • Chair – <ul style="list-style-type: none"> ○ Absent. Norvo virus. 	Board Members <i>(Please, let’s stay in sequence and topic-focused for time control)</i>

**ASQ SECTION 0511
DRAFT BOARD AGENDA
14 December 2016**

	<ul style="list-style-type: none"> ▪ ○ 	
6:15 – 6:40	New items for consideration <ul style="list-style-type: none"> • ○ 	TBD
6:40 – 6:44	Review of Action Items / Minutes	Secretary & Chair
6:44 – 6:45	Adjournment	Chair

Update “Properties” for pdf document publishing

Meeting Minutes/Notes:

Call to Order: 5: P.M.

By:

In attendance:

Opening:

Officer and Chair Reports:

Secretary – previous month meeting minutes

Treasurer

Financials posted as a separate document.

Arrangements

Audit

DBA

Education

Membership

Placements

Programs

Re-Certification

**ASQ SECTION 0511
DRAFT BOARD AGENDA
14 December 2016**

-
- Testing**
-
- VOC**
-
- Webmaster**
-
- Special Interest Groups (SIG)**
- Historian
-
- Lean Six Sigma (LSS)
-
- Software (SW)
-
- Past Chair**
- None
- Chair-Elect**
-
- Chair**
-

- NEW ITEMS**
-

Adjourned: 6: P.M.