

**ASQ SECTION 0511
DRAFT BOARD AGENDA
11 January 2017**

Location: Fiona's Irish Pub, Alexandria (Kingstowne/Springfield)
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"> ○ Importance of this evening's member meeting; but do not take away from our Speaker's time and Presentation. 	Temp 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"> ○ Status of Annual Financial Statement ○ Collecting HUD Funds – CQA Course - Status 	<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 – • Audit – • Education – • Membership – • Programs – • Re-Certification – • Testing – • VOC – • Webmaster – • Others <ul style="list-style-type: none"> ○ Historian – ○ Lean Six Sigma SIG – ○ Software SIG – • Past Chair – N/A • Chair Elect – N/A • Chair – <ul style="list-style-type: none"> ○ 	Board Members <i>(Please, let's stay in sequence and topic-focused for time control)</i>
6:15 – 6:40	New items for consideration <ul style="list-style-type: none"> ○ Not real sure what items we have to discuss. Anyone with suggestions or known rising issues? Any Good News reports? ○ 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 	TBD
6:40 – 6:44	Review of Action Items / Minutes	Secretary & Chair



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6:44 – 6:45	Adjournment	Chair
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