

**ASQ SECTION 0511
DRAFT BOARD AGENDA
8 February 2017**

Location: Olive Garden, Tysons Corner, 8133 Leesburg Pike, Vienna, VA 22182

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 - Chair ○ . 	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 ○ Monthly Report 	<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"> ○ Anyone with suggestions or known rising issues? ○ Any Good News reports ○ Selecting a Program Chair ○ 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



Northern Virginia
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6:40 – 6:44	Review of Action Items / Minutes	Secretary & Chair
6:44 – 6:45	Adjournment	Chair