

ASQ SECTION 0511
BOARD AGENDA
13 August 2017

Location: P. J. Skidoos, Fairfax, VA

Attendees: Attendance Document

Time Slot	What	Who	Decisions / Actions*
5:30 – 5:40	<ul style="list-style-type: none"> • Call to Order / Statement of Quorum ○ Opening Remarks ○ 	<ul style="list-style-type: none"> • 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"> • Secretary • Treasurer 	
5:50 – 6:15	<ul style="list-style-type: none"> • Chair Reports (most frequent are position identified) ○ Arrangements – pending venues ○ Audit ○ Education – planned offerings ○ Membership ○ Programs – pending speakers/topics ○ Re-Certification ○ Testing ○ VOC ○ Webmaster – on-line expense forms ○ Others (Historian, SIGs, Past Chair, etc.) ○ Chair Elect ○ 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	<ul style="list-style-type: none"> • October Publicity ○ Registration cut-off date ○ Registration process overview ○ November meeting ○ December meeting 	<ul style="list-style-type: none"> • TBD 	
6:40 – 6:44	<ul style="list-style-type: none"> • Review of Action Items / Minutes 	<ul style="list-style-type: none"> • Secretary & Chair 	
6:44 – 6:45	<ul style="list-style-type: none"> • Adjournment 	<ul style="list-style-type: none"> • Chair 	

* Actions Detailed below:

Action Plan

What	Who	When