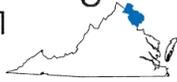


ASQ Section 0511
Board Agenda
9 October 2019

Location: Houlihan's, Springfield

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-Elect 	
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"> • Committee Chair Reports ○ Arrangements – pending venues ○ Audit ○ Database ○ Education – planned offerings ○ Finance ○ Membership ○ Nominations ○ Placements ○ Programs – pending speakers/topics ○ Re-Certification ○ Treasurer ○ 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 – 6:25	<ul style="list-style-type: none"> • Upcoming Meetings ○ November meeting: 13 November 2019 <ul style="list-style-type: none"> ○ Location: Harbor Grille, Woodbridge ○ Speaker: Mike Novak ○ Topic: ISO 40301, Knowledge Management Systems Requirements ○ December Meeting: 11 December 2019 <ul style="list-style-type: none"> ○ Location: PJ Skidoos, Fairfax ○ Topic: Holiday Social ○ January 2020 onward <ul style="list-style-type: none"> ○ Locations set through June ○ Need topics 		
6:25 – 6:30	<ul style="list-style-type: none"> • Review of Action Items / Minutes 	<ul style="list-style-type: none"> • Secretary & Chair 	
6:30	<ul style="list-style-type: none"> • Adjournment 	<ul style="list-style-type: none"> • Chair 	



ASQ Section 0511
Board Agenda
9 October 2019

Nomination status of 2020 officers:

Chair Elect, Secretary and Treasurer

Action Items:

Jeff - Add Arrangements chair to the Section Bill Highway.

Status: In Progress.

Connie – Continue to tweak surveys.

Status: In progress

Action Item: Jeff. Check to ensure jobs placement page updated.

Status: **Completed**

Action Item: Jeff. Migrate old site to new site.

Status: In progress

Action Item: Jeff – Update VOC link on website.

Status: **Completed**

Action: Sara – Cancel uncashed \$200 check (for PO box) in the database with explanation.

Status: Couldn't do it; may need to go to bank to have canceled.

Action: Muzaffar – Will email ASQ educational resources handout to board and also post on Education location on site.

Status: In progress. PDF was sent; not posted on website yet.

Action: Jeff – Update bank signature cards for current authorized officers.

Status: Sara has arranged for TD Bank to contact Corey and Barbara to finalize new signature cards for bank account.

Action Item: Board verify that their login status is up to date.

Status: In progress; see Regina's transmitted comments on how to do it.

Jeff – need to update website for meetings Oct-Dec in coordination with Carolyn.

Status: **Completed**

Jeff – Send a doodle for finance committee meeting for onboarding finances with national.

Status: **Completed** - Doodle link: <https://www.doodle.com/poll/urqxs3mfgxykwzb3>