

**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	<b>Call to Order / Statement of Quorum</b> <ul style="list-style-type: none"> <li>○ Opening Remarks - Chair</li> <li>○ .</li> </ul>	Temp Chair
5:40 – 5:50	<ul style="list-style-type: none"> <li>● Reading and Approval of Minutes               <ul style="list-style-type: none"> <li>○ Previous Monthly Minutes</li> </ul> </li> <li>● Financial Report and Status               <ul style="list-style-type: none"> <li>○ Status of Annual Financial Statement</li> <li>○ Monthly Report</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Secretary</li> <li>● Treasurer</li> </ul>
5:50 – 6:15	<b>Chair Reports (Alphabetic; most frequent are position identified)</b> <ul style="list-style-type: none"> <li>● Arrangements –</li> <li>● Audit –</li> <li>● Education –</li> <li>● Membership –</li> <li>● Programs –</li> <li>● Re-Certification –</li> <li>● Testing –</li> <li>● VOC –</li> <li>● Webmaster –</li> <li>● <b>Others</b> <ul style="list-style-type: none"> <li>○ Historian –</li> <li>○ Lean Six Sigma SIG –</li> <li>○ Software SIG –</li> </ul> </li> <li>● Past Chair – N/A</li> <li>● Chair Elect – N/A</li> <li>● Chair –               <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul>	Board Members <i>(Please, let's stay in sequence and topic-focused for time control)</i>
6:15 – 6:40	<b>New items for consideration</b> <ul style="list-style-type: none"> <li>○ Anyone with suggestions or known rising issues?</li> <li>○ Any Good News reports</li> <li>○ Selecting a Program Chair</li> <li>○ Proactively advertise and promote direct membership and meeting benefits:               <ul style="list-style-type: none"> <li>● Recertification Units (RU)</li> <li>● Professional Networking</li> <li>● Job Leads / Candidate Leads</li> <li>● Lessons learned forums</li> <li>● Leading edge speakers and topics impacting quality today</li> <li>● Certification exam preparation training</li> <li>● Testing for National Certification Exams in local area 4 times a year</li> </ul> </li> </ul>	TBD



Northern Virginia  
Section 0511



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6:40 – 6:44	<b>Review of Action Items / Minutes</b>	Secretary & Chair
6:44 – 6:45	<b>Adjournment</b>	Chair