

ASQ SECTION 0511  
DRAFT BOARD AGENDA  
August 12, 2015

Location: Fiona's Irish Pub, Kingstowne Center  
Attendees: Under separate cover

	What	Who	Decisions/Actions*
5:30 – 5:40	<ul style="list-style-type: none"> <li>• Call to Order/Statement of Quorum</li> <li>○ Opening Remarks</li> </ul>	<ul style="list-style-type: none"> <li>• Chair</li> </ul>	
5:40 - 5:50	<ul style="list-style-type: none"> <li>• Reading and Approval of Minutes</li> <li>○ Monthly Minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Secretary</li> </ul>	
5:50 – 6:00	<ul style="list-style-type: none"> <li>• Website-- Status</li> </ul>	<ul style="list-style-type: none"> <li>• Chair</li> </ul>	Seek Board Approval
6:00 – 6:20	<ul style="list-style-type: none"> <li>• October Meeting Status</li> </ul>	<ul style="list-style-type: none"> <li>• Gregg/Jeff</li> </ul>	Seek Board Approval
6:20 – 6:30	<ul style="list-style-type: none"> <li>• Officer Reports</li> <li>○ Chair</li> <li>○ Chair elect</li> <li>○ Treasure</li> <li>○ Audit</li> <li>○ Others</li> </ul>	<ul style="list-style-type: none"> <li>• Board Members</li> </ul>	Status
Adjournment	<ul style="list-style-type: none"> <li>• Review of Action Items/Minutes Adjournment</li> </ul>	<ul style="list-style-type: none"> <li>• Chair</li> </ul>	

\*Actions Detailed below:

Action Plan

What	Who	When



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