ASQ Section 0511-Northern Virginia
April 12, 2023 SLC Meeting
Agenda

1. Meeting Minutes approval
    a. March 2023
2. Next RO – Saturday, April 15, 2023
    a. Morven Park, Leesburg
    b. Networking lunch – catered in the picnic area (like with Paradise Springs)
    c. 14 registered, paid only for 14 (even though quoted a min of 16); now 15?
    d. Any details needed to finish up (eg sign in sheet)?
3. Treasurer Report
    a. $25,676.21 in available funds
    b. Income −$284.68 for March
    c. + $1,252.88 for CY 2023
4. Membership Report
    a. March 4, 2023 paid membership = 424
    b. April 4, 2023 paid membership = 421
5. May – In-person Section meeting?
    a. Potential failure points:
        i. Registration
        ii. Venue – sufficient space and connectivity; field visit needed?
        iii. Attendance
        iv. Meal – headcount, order, and delivery
        v. Streaming – Jeff needs at least 1 helper
    b. Proposed timetable: SLC at 6, meal at 7, member meeting from 7:30-8 and program from 8-9.
    c. Meal options include:
        i. Firehouse Subs
        ii. Spice Circle (Indian)
        iii. Basil Mediterranean Fusion (need to check catering)
        iv. Silverado (need to check catering)
        v. Qdoba
6. Future Programs:
    a. May – Ken's EED Part 2; Ken has content since it's sparse on the EED community site
        i. Challenge: Hybrid meeting; have not held an in-person meeting in 3 years
    b. June – Presentations by Recertification Chair (Muzaffar) and Welcome Chair (Sara)
        i. Challenge: Fully develop the Recertification and Welcome strategies
    c. July – RO (Carolyn and team)
    d. August – Report from WCQI (Carolyn and Connie)
    e. September – RO (Carolyn and team)
    f. October – Anniversary (Ken and Jeff - see below)
    g. November – RO Year in Review (Connie and team)

          i.   Incorporate poll results

          ii. Materials from Feb RO available?

    h. December – Path to Quality

    i. January 2024 – RO

    j. February 2024 – Chair Report

    k. March 2024 – QM Round Table?

7. Anniversary

    a. Section Founding Date – September 11, 1983

    b. Jeff and Ken are commemoration leads

    c. Event slated for October 2023

    d. Planning meeting – Need Ken and Jeff (co-leads), at minimum; either a weekday evening or weekend.

          i. Date

          ii. Venue

          iii. Program

          iv. Swag

8. Volunteer Participation

    a. SLC

          i. Meeting Attendance – needed for quorum

          ii. Section Work – performance and rebalancing

          iii. Communication

    b. Volunteer Participation Initiative (see Attachment 1)

          i. Rebalance work assignments – Chair

          ii. Identify current willing members who do not have assigned work – VOC

          iii. Identify engaged members (who is attending meetings regularly?) – Membership/Nominations

          iv. New members – Welcome Committee

          v. Members needing RU – Recertification Chair

9. SLC Meeting Reports each month

    a. Secretary: Minutes from previous month

    b. Treasurer: Treasurer's report, with backup to be attached to minutes

    c. Membership: Snapshot status to be attached to minutes; discussion of any trends observed

    d. Welcome Chair: List of members contacted in last month; indication of needs and engagement

    e. Recertification Chair: Discussion of any members helped; identification of members who need RU and are looking to participate in Section work

Attachment 1: Volunteer Participation Initiative

>>> WORK

Work Definition
  1. Define and prioritize work
  2. Focus on work:
    1. Work due to compliance
    2. Work due to monthly meetings
    3. Work due Section needs

Work Assignment - Staffing Strategy
  1. Assign defined work to volunteers

>>> PEOPLE: VOLUNTEERS

Cat #1: Known Volunteers - Activity Strategy
  1. Identify level of engagement
  2. Identify interests
  3. Rebalance work assignments

Cat #2: Unknown Volunteers - Voice of the Customer
  1. Identify their names
  2. Reach out
  3. Lead to volunteering

>>> PEOPLE: PROSPECTS

People List - Roster Initiative
  1. Identify the People
  2. Prioritize the people to approach

Cat #3: Known participants - Engagement Strategy
  1. Compile a list
  2. Engage in volunteering

Cat #4: New members - Welcome Committee
  1. Inform that we exist
  2. Make attend the meetings
  3. Lead to Volunteering - Engagement Strategy
  4. Shortcut - Active Desire to Volunteer

Cat #5: People in Need of RUs - Recertification Chair
  1. Find the people who have RU-able Certifications and when they expire
  2. Find the people to need RUs
  3. Find their interests
  4. Create RU-able opportunities for those people

Attachment 2: Program Lead Status

- Community Matters (Ken)	- (M) Presenters
- Community Matters (Ken)	- (M) Moderators
- Community Matters (Ken)	- (M) Representatives
- Sibling Sections (vacant)	- Sibling Sections Lead
- ASQ Certifications (vacant)	- ASQ Certifications Lead
- Quality Progress (vacant)	- Quality Progress Lead
- ASQ Publications (vacant)	- ASQ Publications Lead
- ASQ Conference (vacant)	- ASQ Conference Lead	Pro Tempore for 2023 appointed, permanent needed
- Training Opportunities	- Training Opportunities Lead
- Committee Reports (Ken)	- (M) Committee Chairs	Muzaffar, Sara lined up, more needed
- Quality Matters (Vladimir)	- (M) Moderators