

ASQ Section 0511 Leadership Committee Meeting Minutes – March 2021

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	March 10, 2021	Time	6:00 – 7:00 pm	Duration	1 Hour

Leadership Committee Attendance [X indicates the invited person attended]

Invited		Invited		Invited	
Vacant – Chair	--	Ken Rapuano – Secretary	X*	Connie Broadie – VOC	X*
Vacant – Chair-Elect	--	Eric Jensen – Certification	X*	Barbara McCullough – Nominations Chair	X*
Mike Coleman – Finance Committee	X*	Carolyn Miller – Arrangements	X*	Charlotte Wild – Auditing	--
Seema Garg – Placements	--	Cyndi Reichardt – DBA	--	Leslie Braun – Finance Committee Chair	X*
Sara McAlpine – Finance Committee	X*	Muzaffar Zaffar – Education	X*	Jeff Parnes - Webmaster	X*
Kyu Jang – Treasurer	--	Bill Eastham – Membership	X*	Vacant – Programs	--

* By phone

Agenda and Minutes

Item	Agenda and items for discussion	Minutes and decisions
1	Announcements / carryover from previous meeting	<p>Chair has resigned for personal reasons; will elect new chair at following membership meeting. Jeff and Bill are willing to be chair and chair-elect if there are no volunteers from the membership, depending on eligibility. Bill: Seems to be a disconnect between Section bylaws (2 board) and ASQ (one has to be chair or chair-elect/vice-chair). Some disconnect internally on ASQ website because old and outdated material is still active. Have we signed section guidelines yet? Barb: Went to Diana; we need to go to the GCC files of MyASQ.</p> <p>Carolyn: When did the credit go from per meeting to annual? Bill: Some of the support tools for recert don't align with the policies. Eric J: Can provide people information, serves as backup for DBA, but there is less to do than there was before. If there is an issue of turning around inquiries from the membership, would there be a value in setting up a generic board email address that the SLC in general. Connie posted current SharePoint email address: https://asqhq.sharepoint.com/sites/sect511/SitePages/Home.aspx</p> <p>Our new SP login IDs have “memberleader” instead of “sections” in the ID. Connie can import DB into SP. Barb: But how would export work – run attendance reports?</p>
2	Reading of minutes from last meeting – Approval by Board	Quorum not available.
3	Information from Component Relations for Chair to share with the SLC	N/A

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4	Action items – Secretary will review those from last meeting in AI Section below	See below
	Committee Chair Reports	If there is no report just enter N/A
5	Arrangements	Present; no issues noted.
6	Audit	Not present
7	Database	Not present
8	Education	Not present.
9	Finance	Present; no issues
10	Membership	Present; membership report attached. Summary from transmittal email: We currently have 589 total members with 103 unpaid. We picked up 15 new members during the month of February. From March 2020 to March of 2021, we have lost a total of 102 members (net) or 14.8% of the membership from March 2020. This is based on total carried membership, it does not account for new member gained during the same time period; in short we have lost far more but gained additional new members, during the same time period.
11	Nominations	Not present
12	Placements	Not present
13	Programs	Position vacant; Jeff's daughter has volunteered once she has her board cert. Quality in Nursing.
14	Certification	Present; no issues
15	Treasurer	Not present; sent a report (attached).
16	VOC	Present.
17	Web Master	Present.
18	Others (Historian, SIGs, Past Chair, &c.)	--
19	Chair Elect	Position vacant
20	Roundtable – Go around the table for any last comments	See Item 1
21	Secretary – Review decisions and action items from the meeting	Done
22	Chair – closing remarks and Adjourn Meeting	Meeting adjourned at: 7:00 pm

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Issues

Item	Description	Disposition
1	Investigation of replenishing stock of swag items for 2021	SLC; need to resolve in next few months
2	Investigation of potential venues for outdoor in person meeting for 2021	SLC; need to resolve in next few months
3		

Action Items

Location:	Action Items will be tracked in the previous meeting minutes and marked as cleared at the next meeting if they have been taken care of.
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March Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Enter new officers into ASQ Site	Ken	3.14.21	
2	Verify all chairs are able to access SharePoint and DB	Ken	3.14.21	
3				
4				

February Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Call for notes from September meeting, as Secretary was not present.	SLC	Ongoing	NA
2	Forward membership attendance screenshots to Eric	Ken	2.15.21	2.16.21
3				
4				

January Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Send call for vacant positions for next meeting. Chair-elect, treasurer-elect, programs, and publicity.	Diana	2.3.21	Superseded
2	Set up meeting with Diana, Jeff, and Cyndi for DB management/maintenance.	Diana	2.3.21	On hold
3	Confirm if annual audits are still required now that BillHighway is in effect.	Diana	2.10.21	On hold
4	Forward a BillHighway access POC to Kyu	Mike	2.3.21	2.10.21

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Older Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Run attendance report for Seema	Barb	11.30.20	Completed?
2	Send an email clarifying needs for education committee actions per vision meeting	Muzaffar	11.30.20	Completed

Next Meeting

Location	Online				
Date	4/14/2021	Time	7:00 pm	Duration	1.0 Hour
Items for Discussion [deferred from today's meeting]				Speaker	
Presentation: Design Thinking, Alignment, and a Human Centered Approach to Quality				Michael Chulpeco	