

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	June 9, 2021	Time	6:00 – 7:00 pm	Duration	1 Hour

Section Leadership Committee Attendance

Positions in **BOLD** indicate positions required for Section standing by ASQ Section Requirements
 X indicates the person attended (* indicates attendance by phone or electronic media)

Elected Leadership (*two Elected Officers present required for quorum*):

Officer	Position	Present?
Vladimir Nesterovich	Chair	X*
Ken Rapuano	Secretary	X*
Kyu Jang	Treasurer	X*

Appointed Leadership (*an additional 25 percent [three] Appointed Officers present required for quorum*):

Officer	Position	Present?
Charlotte Wild	Audit Chair	--
Bill Eastham	Membership Chair	X*
	Compliance Chair	
Barbara McCullough	Nominations Chair	X*
Carolyn Miller	Arrangements Chair	X*
Eric Jensen	Certification Chair	X*
Cyndi Reichardt	Database Administrator	--
Muzaffar Zaffar	Education Chair	X*
Leslie Braun	Finance Chair	--
Seema Garg	Placements Chair	--
Connie Broadie	Historian	X*
	Voice of the Customer	
Jeff Parnes	Electronic Media	X*
	Webmaster	

Other Attendees:

Attendee	Position	Present?
Mike Coleman	Finance Committee	X*
Michael Kirchner	Regional Director	X*

Currently Vacant Positions

Section Positions Required by ASQ: None

Section Positions Not Required by ASQ: Chair-elect (elected); Treasurer-elect (elected); Programs Chair (appointed)

Agenda and Minutes

Quorum was determined to be present.

(1) Meeting minutes from May 12, 2021 – Ken

Minute format revisions discussed, including adding quorum, better present the list of SLC, adding Section Business discussion from the member meeting; will be modified ad hoc to accommodate the Chair's monthly agenda. Minutes approved.

(2) Poll leading to the June 9, 2021 meeting - Connie. This includes:

- Poll itself

Connie: 43 respondents; 239 offers to moderate; no additional topics added to the original 26.

- Future Topics - Next discussion topic winner and discussion topics after that.

Connie: July topic will be “Process Improvement Initiatives”. Some degree of support from 37 of 42 respondents. Presented a list of 8 additional topics that got support and are under consideration for near term.

- Future Moderators - For the next discussion topic and the discussion topics after that.

Connie: Sixteen indicated desire to moderate but only 4 left contact information. Are any of the SLC among those who want to moderate? She will run another poll to match moderators to the topics.

Vladimir: Barbara has volunteered to coordinate assigning moderators.

Jeff: If those two left their names, then was in favor of one of those two.

Bill – Concurred; but we need to ensure future surveys for moderating require name. Will need to be careful how people are assigned to moderate topics.

Barbara – Moderators should be a paid member. Need to balance desire for moderating with the level of interest expressed. Plus, how many times have people attended the meetings?

Bill – Moderating might be a good way to get people who haven’t attended before to get involved. Would certificants also have a weighting? Barb – would consider that also.

Mike: Had assumed that the poll was capturing information.

Carolyn: Do moderators receive RU?

Jeff: Less than for a speaker, but should be something extra.

(3) Deciding the program topic for July 2021

- The winning Discussion Topic vs. Featured Speaker (vs. anything else)

Is July topic #2 or alternate programming.

Jeff will get with daughter to see if she can deliver a program in July.

Bill – Discussed in person meetings, plus women in quality as a topic discussion.

VN – Wants to compile a backlog and will include this.

Bill – Does take 3-4 months in advance to get a prominent featured speaker. Has one or two speakers in mind, but they aren’t local. But members of the SLC are qualified to be a keynote speaker.

Barb – August meeting in the park? Ken – I think September or October, for weather.

(4) Leading the Discussion Report effort (brief, more at 7 p.m.) – Ken

Ken – Overall goal is to create a summary digest of the discussion to document consensus or diversity of experience. Scrubbed of personal or employer information.

Jeff – Can also record and post on site.

Ken – That would defeat anonymity.

Jeff – Meetings have been recorded and posted for years.

Bill – It is important to emphasize that our meetings are public, so anything in those meetings are for public consumption. Needs to be made clear at the meetings.

Vladimir – Ken has volunteered to write the first report and lead other volunteers in the writing of the report.

(5) Next Vision and Strategy Meeting (brief) – Vladimir

Vladimir – Would like one in late June.

Jeff – Will send out a Doodle poll this week.

(6) Equipment needs for meetings coming back to restaurant and similar venues - Jeff

- Equipment to stream to participants

- Equipment to for in-person attendees to see the remote participants

Vladimir – We need two-way streaming. If the equipment request can do that, please indicate.

Bill – Moves to purchase the equipment. Vladimir seconded if the as-listed equipment will do what we need.

Barbara – We need to have someone else to step in as Jeff is retiring.

Motion was not voted on due to time constraints. Meeting adjourned. There was no discussion of the following items:

(7) Clover equipment and its replacement / ability to accept payments - Treasurer, Finance Committee

(8) Compliance Officer - Urgent matters if any

(9) Everyone else - Urgent matters if any

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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June Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Enquire about a speaker for the July meeting	Jeff	6.10.21	6.11.21
2	Doodle poll for Vision Meeting in late June	Jeff	6.13.21	6.11.21
3				
4				
5				
6				

Older Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Set up meeting with Vladimir, Jeff, and Cyndi for DB management/maintenance.	Vladimir, Jeff, Cyndi		Pending
2	Verify all chairs are able to access SharePoint and DB	Ken	3.14.21	Pending

Member Meeting

Location	Online				
Date	June 9, 2021	Time	7:00 – 8:30 pm	Duration	1.5 Hour
Section business (7:00 pm-7:30 pm), topics summarized below			1) Quality Matters Round Tables 2) Polling for Topics and Moderators 3) Quality Matters Digests		
Presentation (7:30-8:30):					Speaker:
“Quality Matters: ASQ Certifications”					Vladimir Nesterovich

Section Business

Topic 1: Discussion of the Quality Matters Round Tables (Vladimir Nesterovich – Section Chair)

As discussed in May, we will have a series of Quality Matters round tables. The topics would be chosen by the membership, and each will be a series of questions. Vladimir discussed the poll in general terms that was conducted by Connie Broadie (VOC Chair), plus the digests. There will be several additional polls. Vladimir will write the report for tonight’s round table and will be assisted by Ken (Secretary) who will co-write tonight’s discussion and will lead the digest effort for other reports. Vladimir gave a brief overview of the discussion rules and the pacing.

Topic 2: Polling for Topics and Moderators (Connie Broadie – VOC Chair)

Gave a brief overview of the first poll results (same as presented at the SLC meeting). The next topic selected was “Process Improvement Initiatives” as this topic had broad support. If you have an interest in moderating this topic, please send a message to Barbara McCullough (Nominations Chair) via the private chat function. Not all people who expressed an interest in moderating left their contact information in the poll, so if you have an interest in moderating other topics, also contact Barbara in the chat.

Preview the upcoming topics that had above-average support in the first poll. Will run another poll to match up moderators to topics. Vladimir has volunteered to be the default moderator, but we have 16 others who have volunteered to moderate. There was high interest in tonight’s topic. No refinements were offered on the questions for tonight’s topic.

Topic 3: Quality Matters Digests (Ken Rapuano – Section Secretary)

The goal is to create digests of each QM discussion to document the experiences of the membership, preserve the record of the discussion, provide results for members who were unable to attend, and provide RUs.

Presented the anticipated structure and contents of the QM Digests. Discussed the balancing needs for privacy of members with the requirements that these proceeding be conducted as public meetings per ASQ rules. The June QM Digest will be co-written by Ken and Vladimir. Ken will assist future volunteers who prepare Digests. Hopefully, the first QM Digest will provide a workable template for future Digests. Presented the resources available to authors to allow them to prepare the document, including a recording of the discussion. Still have not determined the appropriate category and RUs for authorship and will need to work with the Compliance Officer and ASQ.

[Presentation]

Following the presentation:

Connie Broadie – next topic is “Process Improvement Initiatives” and we are in need of a moderator. If interested, please use the chat to provide contact information. *[Note – due to an available speaker, this topic was replaced with “Plans and Process Descriptions” to be moderated by Mike Coleman.]*

Vladimir Nesterovich – 11 people wanted to moderate this topic but only 2 identified themselves.

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Next member Meeting: (Note – Due to an available moderator, the original topic of the July meeting was replaced)

Location	Online				
Date	July 14, 2021	Time	7:00 pm	Duration	1.5 Hour
Presentation:				Speaker:	
Presentation: “Plans and Process Descriptions”				Mike Coleman	