

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	September 8, 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	--
Mike Coleman	Membership Chair	X*
Barbara McCullough	Nominations Chair	--
Carolyn Miller	Arrangements Chair	X*
Eric Jensen	Certification Chair	X*
Cyndi Reichardt	Database Administrator	--
Muzaffar Zaffar	Education Chair	--
Leslie Braun	Finance Chair/Welcome Committee	X*
Seema Garg	Placements Chair	--
Connie Broadie	Historian	X*
	Voice of the Customer	
Jeff Parnes	Electronic Media	X*
	Webmaster	
Sara McAlpine	Welcome Chair	X*

Other Attendees:

Attendee	Position	Present?
Bill Eastham	Member	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);
 Compliance Chair (appointed)

Agenda and Minutes

Quorum was determined to be present.

1. Meeting Minutes approval – **due to late delivery, approval deferred to 9.18.21. Any comments can be transmitted to Ken prior to that.**
2. September Meeting – Site, Program, and Meal Arrangement
 - a. Carolyn – Arrangements Committee [members: Connie, Ken, Barbara]
 - b. What is the status of the September Event arrangement?

Good to go. Carolyn paid with her own credit card; will submit reimbursement. Set for 20 people; up to 25 can be accommodated (for specialty private tour). If more than 25; will be first come, first serve. We can do \$15 food vouchers; can also arrange ahead of time. Can be used in the site cafeteria, but not at independent vendors. Carolyn will visit site to get logistics in place.

c. Any questions that the Board needs to resolve?

KFR – Limit the vouchers to one per registration? Consensus decision that only ASQ members eligible for voucher.

Carolyn – If >25, we could try and arrange a second tour, either at a different time (11 am) or substitute the grounds tour for the National Treasures tour. However, we are past the 2 week notice, so we can't count on them being able to accommodate.

Carolyn – Make RSVP mandatory.

[Action] Jeff – Will put prominently on announcement MUST pre-register as we need an accurate count.

CB – The poll question indicates that walk-ins welcome. VN – does not say allows walk ins, only that poll answer is not a final commitment.

By consensus, \$15 vouchers only available to ASQ members.

Carolyn – is there an ASQ shirt or something she could wear to be easy to find.

EJ – We have a table banner. (CB has it.)

[Action] Jeff – Also make prominent that we are meeting at the Ford Orientation Center.

Jeff – please provide list of changes at end.

Carolyn – will there be someone else with her? Also, enforcing timely arrival.

Carolyn – order 20 vouchers in advance? VN - Registration cuts off on the 15th, gives us 2 days to get the vouchers in place.

[Action] Jeff – Simplify options – meal voucher or no meal voucher (ASQ members only).

Carolyn – Walk in is allowed, but more expensive and tour may not be available.

EJ – So when register, the party stays together.

VN – Yes, if registered, you get ticket; but vouchers only go to ASQ members.

[Action] Jeff – Waiting list if >25 register.

3. September Event – Financial Arrangements – Kyu not present; deferred.

- a. Kyu / Leslie – Treasurer / Finance Committee [members: Mike, Sara]
- b. Expenses associated with the September Events
- c. Any questions that the Board needs to resolve?

4. September Event – Participants

- a. Sara – Welcome Committee [members: Leslie, Mike, Barbara]

Leslie has been making calls.

- b. Who will be invited to the September Event?

Try to reach out to the new members for a chance to meet Section. Make sure it's clear not free for Section; please come if you are registered.

Carolyn – even though max for tour is 25, no max for admittance to grounds.

Leslie: suggestion to prioritize certs over new people.

VN – trusts the committee to make best decision.

- c. Any questions that the Board needs to resolve?

5. September Event – Online Registration and Communication
 - a. Jeff – Web Master / Electronic Media
 - b. Website acceptance of registrations and announcements

Add to announcement:

Put prominently on announcement: MUST pre-register as we need an accurate count.

Also make prominent that we are meeting at the Ford Orientation Center.

Simplify options – meal voucher (ASQ members only) or no meal voucher.

Waiting list if >25 register.

- c. Any questions that the Board needs to resolve?
6. September Events – Onsite Registration
 - a. Mike – Membership Committee [members: Ken, Jeff]

Jeff will populate, email to Ken and Mike.

- b. Will we have Attendance Sheet and Waiver Forms?

MC – Need a hard stop before your starts. Carolyn - Tour begins 12:20, so need to gather earlier.

Carolyn - Grounds open earlier (9-5), would have to be there earlier if people wanted to come in earlier.

MC – Make the waiver form the basis for the attendance. VN – may be best to have the stack of forms, with name and sig only thing needed to complete.

EJ – Form cover children? MC – to be safe, a form for each person; parent can sign for children.

Carolyn handling registration; Ken and Mike will help out.

Kyu – what do we do with the waiver form? Upload? VN – Mike will be in charge of forms, but VN will need to email Region about retain instructions.

Connie – Per Mike K, collect, scan, and upload to SP folder for each attendee.

7. Future Topics
 - a. Vladimir – Chair
 - b. October – Round Table / Product and Service Catalog (based on Report)

Most likely either a round table or Vladimir will present the draft of the P&SC catalog and invite comment.

Carolyn – interpretation of the ASQ communication is that if events not booked, should not have in-person meetings; therefore, October is not an in-person option.

VN – interpretation is that if event announced. But will be contingent on Jeff and Kyu being able to implement streaming and in-person payment, respectively or if a venue not available.

Bill – waivers will not be defense; not of value in VA – you cannot sign away medical rights.

Connie, Ken, Mike, Sara - concurred with Carolyn, meeting for October should not be in person.

- c. November – Jeff

Jeff confirmed his daughter will be the program presenter for November.

- d. December – Social Night

8. October Meeting – Location

a. Jeff – Streaming

JP - Current understanding is to hold off on noise cancelling; try what we have right now.

i. Will our solution be implemented by October?

JP – should be able to get by next week and set up and try. By consensus, ok to buy the equipment as proposed in August meeting.

b. Kyu – Ability to accept payments

i. Will we be able to accept payments by October?

Can use a form through ePly; other other option would be a pay device we have on order. Will be available by end of month.

VN – at this time, we don't have the logistics in place to be confident that October can be in place with streaming and with in-person payment.

Sara – decision to include families in the MV event. Would we be turning away ASQ members if limited access? VN – is a concern, but the announcement indicates event is open to the public.

Carolyn – indicate that space is limited? VN – space is limited only for the tour.

Carolyn – just let her know if we are close to capping out; she will look to other options.

VN – Jeff may need to update Carolyn daily, not wait until the Friday before the event.

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. Note – action items relevant to the Product and Services Catalog are also included with the relevant category in the attached Catalog.
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September Action Items

Item	Action	Assigned to	Date Due	Date Done
1*	Close registration on the Wed before event (9.15.21) to get a final count for the meal and address additional action items identified above for revisions to the announcement and registration for the outing.	Jeff	9.11.21	9.8.21
2*	Print attendance sheet for outing (from 8.18.21 Finance Committee meeting)	Ken	9.17.21	9.17.21
3*	Continue to make arrangements for September outing	SLC, with Carolyn leading	9.18.21	9.18.21
4*	Obtain up to 3 payAnywhere devices for Jeff, Mike, and Vladimir (depending on cost) and implement setup and use (from 8.18.21 Finance Committee meeting)	Kyu	9/8/21	Pending

Older Action Items

Item	Action	Assigned to	Date Due	Date Done
1*	Continue to pursue an in-person venue for the September meeting	Barbara (plus Carolyn/Vladimir)	9.10.21	9.10.21
2	Update July minutes	Ken	9.3.21	10.5.21
3*	Close registration on the Wed before event (9.8) to get a final count for the meal	Jeff	Superseded	Revised; see above
4*	Check to make sure we have updated email list.	Jeff	9.11.21	Pending

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5*	Verify ability to take payments in person using credit card.	Kyu	9.11.21	Pending
6*	Look into means for accepting online payment	Kyu	9.11.21	Pending
7*	Send updated projected expense (incorporating noise reduction/audio mixer)	Jeff	9.11.21	Complete
8	Send FTP site location to Vladimir for uploading meeting recordings	Jeff	7.31.21	Pending
9	Set up meeting with Vladimir, Jeff, and Cyndi for DB management/maintenance.	Vladimir, Jeff, Cyndi	TBD	Pending
10	Verify all chairs are able to access SharePoint and DB	Ken	3.14.21	Will complete after October elections
11*	Formulate and bring RU questions to Michael Kirchner.	Vladimir	10.6.21	Initiated; resolution pending

Member Meeting

Location	George Washington's Mount Vernon, Virginia				
Date	Sept 18, 2021	Time	12:00-3:00 pm	Duration	3 Hours
Section business	NA – on-site facility tour and educational experience				
Presentation:				Speaker:	
NA				NA	

The Section attendees toured the grounds and mansion at Mount Vernon with a docent. Content included the history of the buildings; the lives of those who lived and worked there, both free and enslaved; the working operations of Mount Vernon as a residence and as a business enterprise; a ceremony at George Washington's Tomb; and visiting the Slave Memorial and burial grounds.

Next member Meeting:

Location	Online				
Date	10.13.31	Time	7:00 pm	Duration	1 hour
Presentation:				Speaker:	
TBD				TBD	

Attachments:

- 1: ASQ 0511 – Products And Services Catalog
http://www.asq0511.org/minutes/minutes202109_Att1_ASQ0511-ProductsAndServicesCatalog.pdf