

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	November 10, 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	--
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	X*
Mike Coleman	Membership Chair	X*
Barbara McCullough	Nominations Chair	X*
Carolyn Miller	Arrangements Chair	X*
Eric Jensen	Certification Chair	--
Cyndi Reichardt	Database Administrator	X*
Muzaffar Zaffar	Education Chair	X*
Leslie Braun	Finance Chair/Welcome Committee	X*
Seema Garg	Placements Chair	X*
Connie Broadie	Historian	X*
	Voice of the Customer	
Jeff Parnes	Electronic Media	X*
	Webmaster	
Sara McAlpine	Welcome Chair	--

Other Attendees:

Attendee	Position	Present?
NA	NA	

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 present (after Treasurer joined at approximately 6:30).

1. Meeting Minutes approval
 - a. **SLC - Minutes approved from October (revision 1 with feedback incorporated); file name with “_rev1” for posting.**
2. Product and Services Catalog

- a. **No updates to what was presented in October meeting. Ken will look into helping out after the new year starts.**
3. Program for November:
 - a. **Mike's RRD and GD&T – Ken tested the link and it went to November 2021, so should be good to go.**
4. Program for December
 - a. **A lessons learned program led by Connie focusing on details of planning and execution of the ranger outing. Input from Carolyn and other organizers; this was something our Section hadn't done in at least 6 years.**
5. In-Person Meetings
 - a. **Carolyn asked about on-site meetings. Ken – hasn't seen anything from ASQ indicating that the moratorium would be extended.**
 - b. **One of the lessons from the ranger outing was that our check-in team didn't have a way to identify themselves. The banner is clumsy for an outside location, and we would have had to carry it around. Is there a way to help ID our people in public setting? Ken – Likes the t-shirts; especially in a setting where there is a large public presence/other visitors not related to ASQ. Connie – ASQ has apparel available online; t-shirts are \$22. Carolyn – not a rush, but would be handy next time we do that. Ken – even get enough just for the welcoming team on an ad hoc basis. Will look into adding to budget; Vladimir has already submitted next year's budget, but might be able to amend next year.**
6. Treasurer's Report
 - a. **Just sent by Kyu.**
 - b. **In-person payment and ability to integrate in-person with website payment is one of the critical components of going back to on-site meetings. Per Kyu – Has anyone received their PayAnywhere device yet? Mike and Jeff have not. Kyu will follow up with ASQ to see when we will get them. This will handle the in-person payment. Mike – not reimbursed for sending in the previous device. Barbara – the same. Kyu will need to send an email to HQ to ask about reimbursement. On-line prepayment can go through ePly. Need to be familiar with the tool, but links directly to our account. Connie – will work with Kyu. Barbara – a treasurer-elect? Ken – no; we are in Kyu's last year in 2022, but per Mike K, some flexibility. Kyu – in summary, we have the tools once we get the PayAnywhere devices; just need to familiarize ourselves. Jeff – if people register online using ePly but don't pay, are we still charged. Kyu – can set up a form in ePly for people to fill out that can be linked to payment. Jeff – does ePly have example forms, or will we need to build from scratch? Kyu – Doesn't think so. Will need to investigate with Connie. Jeff – Ask ASQ if there is an example if there is something we can use when asking about the other outstanding items.**
 - c. **Jeff – chairs can expense up to \$50/mo on a discretionary basis; had some additional minor expenses last month (<\$50) related to getting the streaming capabilities up and running. Ken – i.e., it was ancillaries required to complete an already-approved project.**
7. Jeff being honored by Fairfax County for service
 - a. **Jeff – Fairfax Federation of Citizen's Associations (ie, HOAs); has long served as a volunteer on the transportation advisory commission. Was runner up for "Citizen of the Year".**
 - b. **Award ceremony is on Sunday night – combined ceremony for 2020 and 2021.**

c. Ok just to mention at the member meeting.

8. Other business?

a. Meeting adjourned; Jeff will start member meeting.

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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November Action Items

Item	Action	Assigned to	Date Due	Date Done
1*	Questions for ASQ HQ: <ol style="list-style-type: none"> 1. Status of PayAnywhere device shipments 2. Status of reimbursement for returning old payment devices. 3. Are there any ePly electronic forms available to use as templates for registering and accepting payment online? 	Kyu	12.31.21	

Older Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Forward pictures from Mount Vernon outing to Jeff	Connie	11.10.21	Complete
2*	Check to make sure we have updated email list.	Jeff	9.11.21	Pending
3*	Verify ability to take payments in person using credit card.	Kyu	12.31.21	Complete
4*	Look into means for accepting online payment, including ePly	Kyu	12.31.21	Complete
5	Send FTP site location to Vladimir for uploading meeting recordings	Jeff	7.31.21	Pending
6	Set up meeting with Vladimir, Jeff, and Cyndi for DB management/maintenance.	Vladimir, Jeff, Cyndi	TBD	Pending
7	Verify all chairs are able to access SharePoint and DB	Ken	3.14.21	Complete
8*	Formulate and bring RU questions to Michael Kirchner.	Vladimir	10.6.21	Initiated; resolution pending
9	Forward pictures from Mount Vernon outing to Jeff	Connie	11.10.21	Complete

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Member Meeting

Location	Online				
Date	November 10, 2021	Time	7:00 – 8:30 pm	Duration	1.5 Hour
Section business (7:00 pm-7:30 pm), topics summarized below			1) Elections and Elected Positions 2) Streaming Initiative 3) Welcome Committee 4) Upcoming Meetings 5) Jeff Parnes Honored for Service 6) Program Introduction		
Presentation (7:30-8:30):					Speaker:
RRD and GD&T Division Overview					Mike Coleman

Section Business

Topic 1: Elections and Elected Positions – Ken Rapuano

Overview of the ASQ SLC minimum requirements for staying in good standing. Now all elected positions are term-limited to 2 years.

Results of the October election of officers for CY 2022; elected by acclamation. Leaders have been registered onsite with ASQ.

- Vladimir Nesterovich, Chair (1st [full] Term)
- Ken Rapuano, Chair-elect (Vice-Chair) (optional); will also continue being reports chair
- Connie Broadie, Secretary (1st Term)
- Kyu Jang, Treasurer (2nd Term)
- Charlotte Wild, Audit Chair (Appointed) – continues in this role.
- Mike Coleman, Membership Chair (Appointed) – continues in this role
- Barbara McCullough, Nominations Chair (Appointed) – continues in role
- Other optional chairs will be continuing in their current positions

We have some committees that have just one committee. Please contact Barbara McCullough if you are interested in helping out; nominations21@asq0511.org up until the end of CY 2021. Next year, it will be nominations22@asq0511.org. All officer emails will follow this pattern.

Topic 2: Streaming Initiative– Ken Rapuano

People like attending in person, but like to have the option of attending remotely. Need to have this implemented when we go back to in-person meetings. Currently, those are on hold through the end of December; no updated guidance from ASQ at this time. Jeff Parnes is the lead, but would like to have several volunteers to step in if he is unable to attend meetings. He will train people to use the audio and video components, will also be able to help co-pilot before you fly solo. This can be an entry level opportunity for RUs, although not as much as a full-time. Contact Barbara (nominations) or Jeff at Webmaster21@asq0511.org.

Per our polling, streaming is very important to our membership – 87% expressed high or medium interest in the Section implementing streaming.

Topic 3: Welcome Committee – Leslie Braun and Mike Coleman

We have someone new attending who we invited – BP Walker. BP – saw the email decided to join in; was previously in the DC Chapter.

Topic 4: Upcoming Meetings – Ken Rapuano

In the past, December has been a social event with no RUs. This year, will try to have a presentation of our field trip to Mount Vernon. Able to do that due to being outdoors. Thanks to Carolyn Miller for arranging, as well as to Vladimir,

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Connie, Mike, and several others who helped get this off the ground. It was a success and was something we hadn't done in at least 6 years. Connie will present a slide show of our trip.

Going forward, the ASQ moratorium for in-person meetings only goes to the end of December. Things are in flux due to covid and we will need to be flexible as to what will be allowed come January.

Topic 5: Jeff Parnes Honored for Service – Ken Rapuano

Jeff Parnes, who is a charter member of this section, will be receiving a citation of merit from Fairfax County for his service on the Fairfax Transpiration Commission. Was nominated for Fairfax County Citizen of the Year and finished as the runner-up out of a number of nominees in the teens. The awards ceremony information is in the Section meeting announcement if you wish to attend.

Topic 6: Program – Ken Rapuano

Introduced Mike Coleman and his presentation. Due to technical difficulties last month, Mile gave an overall discussion of the Reliability and Risk Division (RRD), Geometric Dimensioning and Tolerancing (GD&T), and his professional experience in this field. This month he will introduce the recorded presentation by Tony Bryce and then summarize and lead Q&A after it.

[Presentation]

Next member Meeting:

Location	Online				
Date	December 8, 2021	Time	7:00 PM	Duration	1:30
Presentation:					Speaker:
Section 511: Mount Vernon Outing					Connie Broadie

Attachment 1 Section 0511 November 2021 Treasurer's Report:

<http://www.asq0511.org/Treasurer/202111TreasurersReport.pdf>

Attachment 2 Section 0511 November 2021 Membership Report

<http://www.asq0511.org/committees/Membership/Membership202111.xlsx>