

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	February 09, 2022	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	Vice Chair	X*
Connie Broadie	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*
Vacant	Certification Chair	--
Cyndi Reichardt	Database Administrator	X*
Muzaffar Zaffar	Education Chair	X*
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	NA	X*
	NA	--

Currently Vacant Positions

Section Positions Required by ASQ: None

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

Agenda and Minutes

Quorum was present.

- Meeting Minutes approval
SLC – Minutes were approved from January. No corrections needed. No objections made. Vladimir approved the minutes.
- Slide Deck Coordination

The draft and final presentation was previously emailed out by Vladimir. Vladimir stated that many on the call would have speaking roles in the program at 7PM and he wanted to discuss the structure of the presentation and who would be speaking on what topic, and in what order, regarding the Mt. Vernon outing and the team effort involved to accomplish it. Connie would be the main speaker, introducing the various member leaders to take the floor at their appointed time and topic. The slide deck was thoroughly reviewed, and some minor changes were made. Vladimir confirmed there were no questions, concerns or additional changes needed prior to program.

3. Membership Communication

Vladimir mentioned that three members reached out to him saying they didn't receive an announcement for the February Monthly Meeting.

Jeff Parnes asked to take the floor to provide an update on our MailChimp usage and our membership list. There are approximately 457 members with an email address listed on their ASQ account, leaving approximately 100 members that have not shared an email. Jeff imports those into MailChimp and instructs the upload to update/replace rather than creating new. There were 8 members that had unsubscribed through MailChimp this period and were not updated/re-subscribed with the import. There were 2 emails that failed when being imported. 447 were brought in to update the MailChimp list. The entire MailChimp list consists of not only our ASQ Membership, but those that have subscribed to our website. When sending out the Monthly Meeting announcement, it is sent out to over 1400 emails. There are also approximately 150 people who have enrolled with MyASQ that are receiving our Event notifications when adding the Monthly Membership Meeting to our MyASQ Events page.

Jeff recommended that we encourage people to sign up for MyASQ and turn on notifications to get our Event Notifications for the Monthly Meetings.

Welcome Committee reported that all the new members listed in the January Membership list provided by Mike Coleman were contacted by Sara McAlpine and Leslie Braun prior to the February Section meeting.

Action Items (Carryover from prior SLC Meeting. These were not discussed on 2/9/22)

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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January Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Review Section Operations Manual that has not been updated in 10 years. Engage others as necessary.	Vladimir Ken	TBD	Pending

December Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Check with Fairfax County to verify local in-person meeting requirements 10 days before meeting	Ken	2.23.2022*	Pending
2	Follow the online setup instructions for PayAnywhere device.	Kyu Vladimir Mike Jeff	Before payment team meeting (Item 4)	Pending Pending Pending Complete
3	Complete research into whether PayAnywhere device can be used for online payment (fallback would be ePly or PayPal).	Kyu Vladimir Mike	Before payment team	Pending

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Item	Action	Assigned to	Date Due	Date Done
		Jeff	meeting (Item 4)	
4	Set up and conduct meeting for Payment Team to familiarize with PayAnywhere device	Kyu Vladimir Mike Jeff	2.23.2022*	Pending
5	Dry run of virtual streaming setup	Jeff	2.23.2022*	Pending
6	Meeting to better define welcome committee and set expectations	Leslie Sara	2.28.2022	Pending

* Assumes first in-person meeting for 2022 will be in March.

November Action Items

Item	Action	Assigned to	Date Due	Date Done
1*	Questions for ASQ HQ: 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	12.8.31 (resolution pending for Question 3)

* Action item from Products and Services Catalog review

Older Action Items

Item	Action	Assigned to	Date Due	Date Done
2	Send FTP site location to Vladimir for uploading meeting recordings	Jeff	7.31.21	Pending
3	Set up meeting with Vladimir, Jeff, and Cyndi for DB management/maintenance.	Vladimir, Jeff, Cyndi	TBD	Pending
4*	Formulate and bring RU questions to Michael Kirchner.	Vladimir	10.6.21	Initiated; resolution pending

* Action item from Products and Services Catalog review

Member Meeting

Location	Online				
Date	February 9, 2022	Time	7:00 – 8:30 pm	Duration	1.5 Hour
Section business topics summarized to the right.			1) Due to length of Program, NO Section Business was discussed.		
Presentation (7:00-8:30):				Speakers:	
An Anatomy of a Ranger Outing: Mount Vernon and the Team Effort				Connie Broadie; Vladimir Nesterovich; Caroline Miller; Sara McAlpine; Leslie Braun; Ken Rapuano; Jeff Parnes; Mike Coleman	

[Section Business]

Section Business was not covered due to the length of the program.

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[Program]

Connie Broadie, ASQ Section 0511 Secretary, VOC Chair and Historian, lead the Section Leadership Team discussion on “**An Anatomy of a Ranger Outing: Mount Vernon and the Team Effort**”. This presentation ran one hour and twenty minutes.

Next member Meeting:

Location	Online				
Date	March 9, 2022	Time	7:00 PM	Duration	1:30
Presentation:				Speakers:	
Product and Service Catalog: What the Section Can Do for Its Members & Professional Night: Path to Quality, Part 3 Conducted by Quality Professionals of ASQ Section 0511				Section's Elected Officers	