

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	March 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	--

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

Officer	Position	Present?
Charlotte Wild	Audit Chair	--
Mike Coleman	Membership Chair	--
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	--
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: Treasurer-elect (elected); Programs Chair (appointed); Compliance Chair (appointed), Certification Chair (appointed)

Agenda and Minutes

Quorum was present.

1. Meeting Minutes approval

SLC – Minutes were approved from February. No additional corrections needed after the couple that were recommended in email and made prior to the meeting. No objections made to approving. Vladimir approved the minutes.

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2. Program for March
 - a. Product and Service Catalog [Vladimir Nesterovich]
 - i. This catalog was reviewed last year and was used at some meetings.
 - ii. He updated it with later initiatives (for example, Division Presentations)
 - iii. He removed all discussions, added brief descriptions.
 - iv. He mentioned that in an ideal world, it would have been polished and reviewed several times with the SLC, but that is ok. That is what the review at the 7pm meeting this evening is about.
 - v. He stated he would watch his time to allow for 1) a short Section Business review (presented by Ken Rapuano), 2) an explanation of the Product Catalog, and 3) a review of the catalog, to conclude by 8:00pm. This would allow 30 minutes for Professional Night, part 3.
 - b. Professional Night, Part 3
 - i. Vladimir has a list of people who attended in December and January and yet did not get time to take the floor to introduce themselves. We will randomly select from that list to start.
 - ii. Ken will introduce the rules for the Professional Night.
 - iii. Ken and Connie will take turns introducing those randomly selected by Vladimir, who will enter the names in the chat.
3. Program for Next Months:
 - a. April: Round Table – need to figure out the details. There were volunteers from the polls. The topic will depend on the available volunteer.
 - b. May: Ranger Outing being prepared by Caroline Miller.
 - c. Note: This Ranger Outings will provide Vladimir with a break from the preparation of a program for May.
 - i. He is very glad, as a Chair, how last year we were able to introduce several different elements into our programs. We are not just coming to listen to a speaker and then leaving. We are giving the floor to ourselves as apposed to somebody else that we don't know.
 - ii. The time invested in this “experiment” has led to other items not getting addressed.
 - iii. Now that the different program elements have been developed, the intent is to hand them off to various other volunteers (not just the Programs Chair), e.g., Caroline Miller who organizes the Ranger Outings. This will allow Vladimir the time needed to attend to the duties of the Chair.
4. Work Item Backlogs
 - a. Introduced the idea in 2021 in Vision Meetings
 - b. Noted failures in the January 2022 Section Chair Report
 - c. Discussed with Ken and Connie (Vice Chair, Secretary) to draft the backlogs.
 - d. This will allow:
 - i. Work prioritized
 - ii. Ensure important priorities not falling through the cracks
 - iii. These items can be shared at the meetings to allow for volunteers to offer to step in and help with specific items. It isn't about who is a chair for what, but what needs to be done and who can help do it.
5. Onsite Meetings
 - a. Prerequisites – Streaming, Dinner Payments, and ASQ restrictions
 - i. We still need to get volunteers for streaming, and work through details of taking payments.
 - ii. ASQ no longer has restrictions on in-person meetings, but still require waivers to be signed, scanned, and uploaded to SharePoint for each meeting / event.

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6. Ranger Outings – Carolyn Miller took the floor to discuss options for vineyards, to include two locations in Loudoun County she was looking at - Bluemont Vineyard, in Bluemont, VA, and Stone Tower in Leesburg, VA., their cost and what types of things are included in that cost, the days/times available for groups, etc.
 - a. Vladimir mentioned that Kyu wasn't on the call but had already mentioned that the cost would not be an issue with the amount we have in BillHighway.
 - b. Connie asked if we needed to follow what we had allotted in the Business Plan/Budget for the Outings or if we just needed to update it, or what.
 - c. Jeff Parnes brought up our 40th Anniversary next year and wanted to make sure we had money in the budget for that.
 - d. Caroline mentioned having members pay \$30 each to offset cost for the winery outing.
 - e. Connie mentioned scheduling another Vision meeting to discuss all these things in more detail.
 - f. Vladimir asked the SLC if they agreed that the vineyard tour was a good option for the Spring Outing. Ken Rapuano agreed. Jeff Parnes mentioned a couple of breweries that were in the vicinity and Ken reminded him that those are typically indoor. He wasn't against that, but this event was intended to be an outside event.
 - g. Caroline asked if anyone had been to the two wineries she mentioned; Barbara McCullough said she had been to Stone Tower and it was nice. It was absolutely beautiful up there. She liked it.
 - h. Caroline mentioned that Bluemont couldn't accommodate a weekend. It would have to be a weeknight. Friday, May 13th was proposed. We discussed if there would be enough light for an outside tour after 5:30-6pm. It was determined that there would be enough light.
 - i. Connie asked to confirm the budget wasn't an issue and Vladimir reminded her that we were going to have members pay to offset the cost.
 - j. Vladimir let Caroline know if she needed to discuss it further, to discuss it offline since we had only 15 minutes left. He asked Caroline to prepare her best recommendation and recommend it to us.
7. Streaming Initiative (from August 2021)
 - a. Streaming –
 - i. Vladimir asked Jeff if anyone had reached out to him to volunteer to help him with learning the streaming equipment to be Jeff's backup. Jeff responded that he has not heard from anyone.
 - ii. Vladimir said he would talk about this during the Section Business segment tonight. He said we need to develop a staffing strategy to match the right person with the right activity. This would be something added to our Backlogs.
 - iii. Vladimir asked Jeff how comfortable he was with setting up his new equipment and streaming from an onsite location. Jeff said he would need a couple of people to come to his house to help him make sure things are working correctly. He hears things but he isn't sure if they are coming from the system or something else. Vladimir asked Jeff to pick a weekend to have himself and a couple of members that live in Jeff's area (Ken Rapuano and Muzaffar Zaffar) to come out and help him with his system. Vladimir confirmed that Ken and Muzaffar had no objections. No objections. Vladimir asked Jeff to circulate the date with the board to see if anyone else would offer to assist. Jeff said he would send out a couple of Doodle dates for people to pick a weekend.
 - b. Streaming - Plan B (WebEx) We are going to stay on WebEx until streaming equipment works.
8. Caroline asked for the floor before closing. She asked if anyone thought that a weekday would be problematic for Loudoun County. Vladimir asked the distance. Several chimed in to say it would take them at least an hour to get there. DC traffic in general, not to mention construction on I-66, would make a weekday problematic. Carolyn said she would take Bluemont out of consideration. Barbara McCullough mentioned Paradise Springs Winery in Burke, VA as an option. Caroline mentioned that she would check with them. Wineries don't always offer tours like Vineyards do, but she would check.

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9. Slide Deck Coordination – The meeting adjourned at 6:50. Everyone dropped off except for Ken and Connie to discuss the Slide Deck Coordination for the 7pm 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.
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March 2022 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Jeff to send out Doodle dates to meet on Streaming	Jeff Parnes	4.13.2022	

January 2022 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 2021 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	Based on next onsite mtg.	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 Jeff	Before payment team meeting (Item 4)	Pending
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: <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	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

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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	March 9, 2022	Time	7:00 – 8:30 pm	Duration	1.5 Hour
Section business (7:00-7:20) topics summarized to the right.			1) In-person and indoor meetings. 2) Ranger Outings 3) Upcoming Events		
Presentation (7:20-8:30):				Speakers:	
Product and Service Catalog: What the Section Can Do for Its Members and Professional Night: Path to Quality, Part 3 Conducted by Quality Professionals of ASQ Section 0511				Vladimir Nesterovich Ken Rapuano, Connie Broadie (moderators)	

[Section Business]

Ken Rapuano led Section Business.

- In-person and indoor meetings.
 - ASQ is no longer restricting in-person meetings; however still require that each attendee sign the ASQ Waiver of Liability.
 - Thus our Section is free to conduct such meetings.
- Our ability to return to the restaurants continues depending on establishing the Streaming Capability.
 - We need volunteers to help Jeff learn and run Streaming Equipment.
 - We have not heard from anyone yet!
 - Jeff is the nicest person to work with.
 - However, lack of volunteers to help Jeff will ultimately lead to a serious impediment in our meetings.
 - Please reach out to Jeff or a Section Officer with your offers of help to Jeff.

1) Ranger Outings

- As discussed in previous meetings, we have plans to conduct Ranger Outings as follows:
 - Winter (January), Summer (July):
 - For indoor events.
 - Spring (May), Fall (September)
 - For outdoor events.
- This schedule is not a guarantee,
 - but it is a good gauge for what to expect.
- Carolyn Miller – our fearless Ranger Outings Lead:
 - She is leading the preparation of those events.
 - Many volunteers will help as in September 2021 for Mt. Vernon.
- Note: The Ranger Outings are not streamed online:
 - They are in-person only.

2) Upcoming Events

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- Likely upcoming events:
 - April – Quality Matters Round Table
 - May – Outdoor Ranger Outing
 - June – TBD
 - Perhaps, a Division Presentation
 - Similar to Mike Coleman’s October / November 2021 event.
 - July – Indoor Ranger Outing

[Program]

Vladimir Nesterovich, Section Chair presented **Product and Service Catalog: What the Section Can Do for Its Members**, and **Professional Night: Path to Quality, Part 3** was moderated by Ken Rapuano and Connie Broadie. These two topics ran one hour and thirty minutes.

Next member Meeting:

Location	Online				
Date	April 13, 2022	Time	7:00 PM	Duration	1:30
Presentation:				Speakers:	
TBD Likely a Quality Matters Round Table				TBD	