Meeting Agenda and Minutes

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

Other Attendees:

Attendee	Position	Present?
William Eastham	NA	X*
Dr. Danny Moore	NA	X*

Current Vacant Positions

Section Positions Required by ASQ: None
Section Positions Not Required by ASQ: Treasurer-elect (elected); Programs Chair (appointed); Certification Chair (appointed)

Agenda and Minutes

Ken confirmed we have Quorum.

ASQ Section 0511 Leadership Committee Meeting Minutes – June 2022

1. Meeting Minutes approval. Connie sent May minutes out for review on 6/5/22. No objections were made or changes requested. Vladimir approved the meeting minutes.
2. Data Privacy Training - Ken's report
   a. Solid majority of the board have completed it. Ken will follow up with anyone lagging and will send Vladimir a list.
3. Completion of the 5/15/22 Ranger Outing
   a. Reimbursements - Vladimir approved them in Bill Highway on 6/2/22. Carolyn is still waiting for her reimbursement. It takes 7-10 days to get a check in the mail.
   b. Refunds – nothing is pending.
4. Preparation for the 7/16/22 Ranger Outing (Carolyn discussed the highlights of what has been done so far and what is left)
   a. Done so far:
      i. Reservation Made at Shenandoah Caverns
      ii. Tour, Meal Optional Program (like Sept 2021) options, box lunch or abbreviated menu with 3 or 4 options. Carolyn will finalize and share details with SLC.
      iii. Need head count for ticket purchase (unlike Sept 2021 and May 2022 where count was a fixed minimum) We will provide the headcount to venue a week ahead our scheduled tour date. If space is available, we may be able to allow people to trickle in after that date.
      iv. Materials for announcement. Carolyn has sent draft to Vladimir who is reformatting and will be further discussed during the Section Meeting at 7 pm.
      v. Carolyn purchased an ASQ sash so that people would recognize her at this and future events.
      vi. Smaller groups are preferred for a quality tour. If we get too large (say over 20), we can break into two separate tour groups. The venue is being very accommodating.
      vii. On slide deck for today 6/8/22. Carolyn discussed all of the options for the event.
   b. Remains to be done:
      i. No special registration for board members (we pay per person, not a minimum)
      ii. How we will reimburse: Refundable at various levels as done previously, e.g., PAID ASQ Member will get a better reimbursement than a guest or unpaid member. Details will be laid out in announcement. Vladimir asked the board for their opinion and agreement on setting this up similarly to the last outing. We discussed the lunch reimbursement options as well.
      iii. Carpooling was discussed at length on the best approach and whether we would be able to capture needed information within the registration page in ePly to coordinate volunteers with those needing a ride. Vladimir gave examples of questions to add to registration in ePly. This will be determined by what the system is capable of. We also discussed adding a note in the announcement that if receiving a ride to consider compensating your driver $10 per leg of trip. We discussed coordination of the volunteer drivers with those requesting a ride. Barb thought it would be too much to coordinate. It was discussed that the address would be in the registration and could be coordinated. It is a concernment that people will not attend if a ride option is not offered. This will most likely be coordinated by Connie Broadie. She was in agreement. Barb mentioned using an email poll or Doodle poll if ePly doesn't offer the ability to add this onto the registration.
      iv. The option of Board members as drivers was discussed where board members offering to drive groups could have the section reimburse the board member for all or part of their mileage in driving their car. The Board agreed that this could be an approved option, if we could not work it out otherwise. Barb, Connie and Ken support this option if we can't work it out through
      v. Registration due: Sat 7/9/22. No questions for Carolyn. She does not currently need help with anything. Ken will be on vacation and not able to make it.

5. Subsequent Programs (Vladimir discussed future Meeting options)
   a. August 2022 –Division presentation by Ken
   b. September 2022 – Ranger Outing (outdoors) Carolyn is working on this. The plan is to go to GW Masonic Temple in Alexandria, VA. An architectural tour with some history included. It is indoors with an outdoor element. We want to take advantage of the weather. Proposed date has not been determined. Looking at 1st Saturday after Monthly Meeting. Carolyn is getting more information on this.
   c. October 2022
      i. Elections
      ii. Likely October (perhaps November), Ranger Outings: The 2022 Review. This will be an Overview of ROs in May, July, and September. The most valuable facts learned will be presented/lead by Connie Broadie.
   d. November (perhaps October) 2022 – TBD – Round Table or one of the other initiatives discussed.
   e. December 2022 – Professional Night
6. Backlogs - Vladimir discussed that he is behind in getting them together.
   a. Defining the work
   b. Assigning the work
7. Vision Meeting – Backlogs, Staffing Strategy. Same as mentioned above. Vladimir is behind in getting this together. We need the backlogs ready to present at the Vision Meeting.
   a. Staffing Strategy
8. Streaming Initiative (from August 2021)
   a. Jeff Parnes was not in attendance, so this wasn't discussed other than stating we need a meeting with Jeff to practice the equipment. We will work off-line through email to progress through this task. Email traffic should include those who have previously volunteered to assist with this project.
9. Coordination for Member Meeting Up Next
   a. Vladimir requested that Muzaffar, Ken, Carolyn and Connie stay on to discuss moderation of the Member Meeting at 7 pm.

Action Items (Carryover from prior SLC Meeting. These were not discussed on 6/08/22)

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.

April 2022 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Send out another email reminder for Section Leaders to complete the Privacy Training. This would include original email request from Component Relations.	Ken Rapuano	4.15.2022	
2	Provide the presentation on the Product Catalog and reopen survey for Member Leaders who haven't seen the survey so that they have the information needed to discuss at the Vision Meeting.	Connie Broadie	4.29.2022	

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	4.15.2022	

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.	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).	Vladimir Mike Jeff	Before payment team meeting (Item 4)	**Pending**
4	Set up and conduct meeting for Payment Team to familiarize with PayAnywhere device	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?	Jeff	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	WebEx				
Date	June 8, 2022	**Time**	7:00 – 8:30 pm	**Duration**	1.5 Hour

Section Business Discussed:	Poll Results for May Ranger Outing – Paradise Springs Winery were provided by VOC Chair, Connie Broadie.
	- She provided a quick overview of the outing.
	- The poll results showed the outing was a success with all ratings in the medium to high range.
	- She discussed some firsts for the Section. This was our first time using ePly for registration, payment and managing our 20-person max. All spots were taken, no spots were overbooked.
	- Payment with credit card was required for registration at this event. We implemented a graduated reimbursement plan so that people who showed up were reimbursed based on their membership status. Paid Members received a higher amount than their guests or unpaid members. Everyone showed, thus were successfully reimbursed based on their membership status. It was noted that this is in practice at other sections. Our poll showed that people were satisfied with this practice. Feedback included: charging a refundable fee for registration was fair, they received their refund promptly, and they would have paid a higher refundable fee to register; the Section loses money if people don't show up.
	- Lunch was made available for those who stayed after the tour to network with the Section. This was to promote networking with no to-go option. Poll feedback regarding the lunch was positive. There was one negative comment left that they were disappointed they couldn't get their meal to go.
	- The presentation in February to discuss the Ranger Outing at Mt. Vernon provided a wealth of information. We plan to do a similar presentation covering all the 2022 Ranger Outings later this year.
	- The *Future Ranger Outings* poll results from 2021 showed notable interest in non-restaurant events. 77% were interested in the Ranger Outings idea. With that high of an interest, we will continue conducting these types of events. Stay tuned for the announcements.
	Plans for July Ranger Outing – Shenandoah Caverns were provided by Arrangements Chair, Carolyn Miller
	- Carolyn provided the date, time and location for this event: Saturday, July 16th, 11:30am – 1:30pm, in Quicksburg, VA.
	- The Caverns are celebrating their 100-year anniversary this year.
	- She provided the schedule for the guided tour, lunch and optional activities available after lunch.
	- Registration is required. The deadline is the Saturday prior to the event so that we can provide the venue with our headcount and lunch choices. We may be able to add people after that.
	- Carpooling option and distance to this destination were discussed. Carpooling will be coordinated through registration.
	- Payment will be required, however, will be reimbursed to those that show up. Paid membership is required for a larger reimbursement. Guests and non-members will also receive a reimbursement of a lesser amount.
	- Members were told to look for additional details in an upcoming email announcement that would include a link to register.

Member Meeting	**Moderator:**
Quality Matters Round Table: Test	Muzaffar Zaffar

Next Member Meeting:

Location	Shenandoah Caverns, 261 Caverns Road, Quicksburg, VA, 22847				
Date	July 16, 2022	**Time**	11:30am – 1:30pm	**Duration**	2 Hours
Presentation:				**Moderator:**	
Guided Tour of Shenandoah Caverns, Networking Lunch				Site Guided Tour	