

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	August 10, 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	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	--
Barbara McCullough	Nominations Chair	--
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	--

Other Attendees:

Attendee	Position	Present?
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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.

- Minutes approval.** Minutes for both June and July went out for review. Minor corrects were made, e.g. Vice Chair was un-bolded since that position is not required for the Section to be in good standing. No other comments or corrections were received. Jeff asked Connie, Section Secretary, to provide him with prior month's minutes that are not on the website. She agreed to do so. Jeff moved to approve both June and July Meeting Minutes, Vladimir asked if there were any objections. No objections. Approved.

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2. **Email Spam.** Vladimir announced that a few board members received SPAM from someone attempting to impersonate him. These emails went out to current board members listed on our website (Secretary22@0511asq.org, Historian22@0511asq.org, etc.) Vladimir gave the floor to Jeff Parnes who has experience with this type of thing.
 - Jeff asked people not to respond to emails that look suspect. He also said that if your email client hides the real email and only displays a name, you can hit reply to see what email address populates the To: field. Sometimes you can float your mouse over the name and the real email address will display. If you don't know the email address, you can mark / block it as Junk or SPAM and/or trash the email.
 - Vladimir asked people to pay attention to the wording used. He doesn't not start an email with Hi so and so. If it starts like that, then it isn't from him. Also, he sends in HTML, not plain text. Also, it was sent to Historian22. He never uses that email address to communicate with Connie Broadie. The email started with may I ask you to... He doesn't ever say 'may I ask'. He just asks. So if you know the person, you should be able to recognize someone trying to impersonate them.
 - Jeff added that there was intelligence behind the emails because they went to our membership list and got the names that go with the position emails.
 - Carolyn added that they mentioned Kyu was unavailable and Vladimir needed assistance with a purchase. Kyu is no longer Treasurer, but the website had not yet been updated to reflect that. So that was a give-away as well.
3. **Anniversary.** October – 2023. Vladimir stated we have the budget for it. We need to collect ideas on what we want it to be. We need a leader. Jeff said he would be a co-chair with another. He will split the responsibilities with someone else.
4. **Results of the July 2022 RO**
 - Connie - Voice of the Customer / Polls. No remarks, will cover results at 7pm.
 - Carolyn – Vladimir will sign reimbursement in BillHighway.
 - Ken - Compliance Officer (any compliance issues relevant to this RO) ASQ has a travel form to document travel expenses (i.e. for Carolyn's travel). Ken mentioned we do have a travel policy and official expense report form. He doesn't believe it gets submitted to ASQ, but if they ask, we should show that we have it on file. We should use a standardized format of documentation. The big thing is going to be receipts and an explanation of what the receipt was for. In the future, it may be wise to use the ASQ format. It shows we read the policy.

Vladimir added that Michael Kirshner said that is if there is an audit, you need to have stuff in place, such as receipts showing the correctness of amounts. That is the important part. But as Ken mentioned, it would be nice if we used their form.

Jeff added that BillHighway allows for him to upload all the receipts that he gets. When they are sent for review, the reviewer has the ability to look at the attachments to the reimbursement request. He said the form is redundant if BillHighway gives us a method for doing that.

Vladimir stated that was a valid point and asked Ken, as Compliance Officer, to figure out which route we want to go. Is BillHighway a replacement for their form or is the form still needed?

Ken reminded that this form was specifically for travel, not for incidentals or personal expenses. Ken said he would have it figured out before Carolyn needed to travel again.
5. **Program – Today**
 - Ken – Community Matters: Connections by Divisions: Ken let the group know what the presentation will be about. It will be on the structure and content of the ASQ Community webpage, as well as a bird's eye level view of each Division, which are topic and industry specific community organizations authorized under ASQ. He will discuss what they have available on their website and see if he can peak anyone's interest in doing a presentation on any of the divisions that are there.

Vladimir added that he could not emphasize enough how excited about it he was and that he will certainly benefit from every effort that Ken puts into it. He knows exactly how much effort has been put into it.

Connie mentioned that quite a few people had signed up for the presentation, to include Michael Kirshner.

6. Program Future:

- **September** – Ken – Community Matters: Division Presentation. Ken will present the division Energy & Environmental Division in a bit more detail and relate it to his professional experience as a quality professional in the Environmental field and how that relates to quality as well. He is not particularly qualified to speak on the Energy field but has found some things in their newsletter and a presentation that has about 10 minutes of applicable information, i.e., Energy Management. Energy is more than extractive and non-extractive producers.

Vladimir pointed out that we may recognize that what Ken is now doing is similar to what he did over a year ago when he did the Quality Matters - Questions on Questions presentation and then did a round table the month after that. Now you are seeing that he is doing the same thing. He is doing a presentation with a similar title, Community Matters: Connections by Divisions, and then next month he will do a presentation on a division with a hope of having more divisions later on.

- **October** – Carolyn – Ranger Outing. She has not received a response back from the Masonic Temple and is concerned about getting anyone's hopes up on that venue. She is not sure when she will know if or when this venue will be a go. She will follow up with them tomorrow. There is a plan B. It has been on the Google sheet for a while. Cyndi Reichardt shared the venue with her. She recently visited Meadowlark Botanical Gardens and had some very positive things to say about them. Carolyn hopes to know more about that one in a week or two.

Vladimir expressed his appreciation for her efforts. Carolyn wanted to thank Cyndi for the Botanical Gardens. She scouted it out. Everyone thanked Cyndi.

We discussed possible lunch options. We could provide lunch at the Botanical Gardens but it would not be feasible to have lunch at the Masonic Temple. There are plenty of places nearby to eat.

Vladimir mentioned we would still want to arrange something for lunch afterwards at one of the nearby restaurants. Carolyn mentioned that lunch would be quite a bit more expensive than it has been in the past so we would need to think through that, and that we may be on our own.

Vladimir concurred that we would need to think through all those things. He recommended that she not make promises at the 7pm meeting and just say there are a lot of variables and we are working through them and we will tell you what that is.

- **November** – Connie – 2022 Ranger Outings: A Year in Review. Vladimir explained what this presentation would be about. It would be like the presentation done on Mt. Vernon, only covering the last three ROs; lessons learned, things seen, etc. It would have been too much to have a dedicated presentation for each RO.
- **December** – Vladimir – Professional Night. It will be similar to last year. Connie and Ken will take turns giving floor to those in attendance giving them a chance to talk about themselves. He said that people will not remember what others say about themselves a year ago and would love to hear about you yet again if they want to hear about people. He thinks it is a really good initiative and hopes we will continue to have it.

7. Streaming Initiative

- 4 people volunteered. Since it has been summer, we have not been able to coordinate a meeting to learn the equipment.
- Jeff said he would like to get the invite out to the membership rather than just the board members so that we can get some new people involved. He asked that Vladimir make that announcement tonight. Vladimir said that he would make that announcement but reminded Jeff that we have announced the need at previous meetings and no one outside the board volunteered. Vladimir named the four that have already volunteered; Ken, Muzaffar, Leslie and himself, and said we need to arrange a time to learn the equipment soon. He said if someone outside of the four want to join, that was fine, but this has been brought up several times and no one has volunteered. He didn't want to hold this up waiting for members to volunteer. We will ask again tonight but need to proceed with scheduling the training for the four that have volunteered.

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- Need a restart of the schedule. Vladimir asked that Jeff send an email requesting availability to meet. Jeff said that he would do that and was hoping for some new names. Vladimir said he has been hoping for that for more than a year and was just trying to be realistic.

8. **Training Due**

- Ken mentioned that there was only one person left to complete their training on handling PII. He has sent requests, but not received a response.

9. **Elections**

- Vladimir will have a couple of slides similar to last year stating:
 - i. Elections are coming. October 30th is the due date.
 - ii. If you want to volunteer for an elected position, feel free to do so.
 - iii. You don't need to wait for elections to volunteer. You can do so at any time.

10. **Compliance 2022-2023**

- Vladimir asked Ken to look at the deadlines we have and present them to him and subsequently to the board so that we know the bare minimum of what we must do to comply.

Ken gave three that came to mind:

- Elections - Our SLC, both appointed and elected, need to be registered by November 1st.
- Submit our budget and business plan
- Submit our Member Unit Operating Agreement (MUOA)
- Ken had a couple of action items not related to 2022-2023 Compliance.
 - Research what would be needed for Sara to remain in good standing as a retired member and still hold the position of Welcome Committee Chair. Ken shared Section 2.2 Privileges, Rights and Duties, which states that Professional, Senior, Fellow and Honorary membership types shall be voting members, shall have one vote per membership and be called regular members. Regular members may hold elective office as specified in the policies. Jeff Parnes reminded the board that he is retired and holds more than one position on the board. Ken will further confirm there isn't an issue with a retired member holding an elective office.
 - Find out how we determine quorum. This is stated in the Section Operating Agreement from 2009, however it does not clear up the question of how many times you count if you hold multiple positions.

11. Time permitting, Chairs of Committees (including but not limited to those listed above) to speak on matters of their committees per their choosing not related to the 7/16/22 RO. Vladimir asked if any Chair needed the floor to speak about any other topics.

- Cyndi Reichardt said she did not get an attendance list for the July Ranger Outing. Vladimir said it was not lost. Either he or Connie would get it over to her. Connie sent it to her at that time.
- Jeff requested additional pictures from the Ranger Outing.

12. Meeting was adjourned at 6:48pm. Vladimir, Ken, Carolyn and Connie stayed online to discuss the 7pm business section of the program.

Action Items (Carryover from prior SLC Meeting. Only July action items were discussed on 8/10/22)

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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August 2022 Action Items

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Item	Action	Assigned to	Date Due	Date Done
1	Connie to send Jeff any missing Meeting Minutes for 2022 to upload to website.	Connie Broadie	9.14.22	8.14.22
2	Find out if ASQ reimbursement forms are still needed since BillHighway has them built into the review/approval process.	Ken Rapuano	10.16.22	

July 2022 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Find out rules on the required standing/status of a retired member to hold a position on the board.	Ken Rapuano	8.10.22	
2	Find out rules on quorum for meetings / voting. Since we have elected officers who also fill appointed positions, can count a person twice for quorum. It wasn't a concern this time, but it could be in the future	Ken Rapuano	8.10.22	

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. All members but one have completed their training.	Ken Rapuano	4.15.2022	6.13.2022
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	9.15.2022	

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

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Item	Action	Assigned to	Date Due	Date Done
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? 	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	August 10, 2022	Time	7:00 – 8:30 pm	Duration	1.5 Hour
Presentation:				Speaker:	
Community Matters: Connections by Divisions				Ken Rapuano	
Section Business Discussed:	<p>Volunteering Opportunities</p> <p>Streaming Initiative:</p> <ul style="list-style-type: none"> – The Section is developing an online live streaming capability to support its future in-person meetings <ul style="list-style-type: none"> ▪ This will allow continuing to engage people who can attend only online. – Jeff is the lead of this initiative: <ul style="list-style-type: none"> ▪ Need several volunteers to learn the associated video and audio technologies and equipment ▪ Once properly trained, you will execute video and audio portion of the Section meetings – If interested, please contact: <ul style="list-style-type: none"> ▪ Barbara McCullough, Nominating Chair ▪ Jeff Parnes, Streaming Initiative Lead <p>Elected Positions for 2022:</p> <ul style="list-style-type: none"> – ASQ requires sections to maintain as a minimum of three (3) elected positions for each calendar year: <ul style="list-style-type: none"> ▪ Chair, Secretary, Treasurer 				

- The following is the 2022 roster of elected positions:
 - Vladimir Nesterovich – Section Chair (1st term)
 - Ken Rapuano – Section Vice Chair (1st term)
 - Usually, the Vice Chair is expected to run for Section Chair afterwards.
 - Connie Broadie – Secretary (1st term)
 - Kyu Jang – Treasurer (2nd term, served until 4/30/22)
 - Kyu moved out of state to a different ASQ section.
 - Jeff Parnes – Treasurer (appointed effective 5/1/22)
 - Jeff was appointed to complete Kyu’s 2nd term after Kyu’s planned resignation.

2023 Roster:

- The Section is working on its elected positions for 2023.
 - ASQ expects sections to complete their election process by October 31, 2022.
- If you are interested in serving as an elected officer, you should always feel free to communicate your interest.
 - Note: You do not have to wait for annual elections to express your interest in an elected position.
- If interested, please contact:
 - Barbara McCullough, Nominating Chair

Ranger Outing: July 2022

- July 2022 Shenandoah Caverns Outing:
 - Guided tour of the Caverns
 - Visited the Gift Shop and Smallest US Post Office in Main Lobby
 - Lunch at the Caverns Cafeteria
 - Table discussions among members on this and future Ranger Outings.
- Optionally, some members did some or all of the following:
 - Toured Main Street of Yesteryear Upstairs from the Lobby
 - Animated department store window displays dating back to the 1940s and ‘50s.
 - Viewed the Gemstone Mine Sluicing
 - Option to purchase a bag of mining rough and pan for gemstones, arrowheads, and more through the running water, just as the miners did.
 - Toured American Celebration on Parade
 - Parade floats from famous national celebrations including Presidential Inaugural Parades, Philadelphia Thanksgiving Day Parade, and more.
- Pictures were shared.
- Post Poll Results were shared showing this RO was a success!

October 2022 – Ranger Outing

- We are preparing a Ranger Outing for October 2022:
 - The George Washington Masonic National Memorial
 - Expected Date: Saturday October 15, 2022
 - Location: King Street in Alexandria, VA
 - Local for most Section 0511 members.
 - Located even closer than the local September 2021 Mt. Vernon RO.
- This will be both an indoor and outdoor architectural tour.
 - Summer heat should be over by October for the outdoor part.
- If all goes well, we will have the best RO features available:
 - Advance registration
 - Knowledgeable Tour Guide

	<ul style="list-style-type: none"> ▪ Networking Meal <p>2022 Ranger Outings: A Year in Review</p> <ul style="list-style-type: none"> – We are preparing a presentation: <ul style="list-style-type: none"> ▪ “2022 Ranger Outings: A Year in Review” ▪ Scheduled for: November 2022. – In that presentation, we will share and discuss the main experiences and results of the 2022 Ranger Outings <ul style="list-style-type: none"> ▪ It will be in the format similar to that of the February 2022 presentation: “Mt. Vernon: An Anatomy of a Ranger Outing” ▪ This will cover Ranger Outings from May, July, and October: <ul style="list-style-type: none"> ○ Paradise Springs Winery ○ Shenandoah Caverns ○ The Upcoming October 2022 RO ▪ Will include: <ul style="list-style-type: none"> ○ Pictures ○ Stories ○ Educational Moments ○ Lessons Learned
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Next Member Meeting:

Location	WebEx				
Date	September 14, 2022	Time	7:00 – 8:30 pm	Duration	1.5 Hour
Member Meeting					Speaker:
ASQ Divisions: Energy & Environmental Division					Ken Rapuano