

## Meeting Agenda and Minutes

<b>For</b>	ASQ Section 0511 Section Leadership Committee Meeting				
<b>Location</b>	Remote Conference				
<b>Date</b>	January 11, 2023	<b>Time</b>	6:00 – 7:00 pm	<b>Duration</b>	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	<b>Chair</b>	X*
Ken Rapuano	Vice Chair	X*
Connie Broadie	<b>Secretary</b>	X*
Muzaffar Zaffar	<b>Treasurer</b>	X*
Vacant	Vice Treasurer	--

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

Officer	Position	Present?
Charlotte Wild	Audit Chair	--
Mike Coleman	<b>Membership Chair</b>	--
Barbara McCullough	<b>Nominations Chair</b>	--
Carolyn Miller	Arrangements Chair	X*
Muzaffar Zaffar	Recertification Chair	X*
Cyndi Reichardt	Database Administrator	X*
Muzaffar Zaffar	Education Chair	X*
Leslie Braun	Finance Chair/Welcome Committee	--
Seema Garg	Placements Chair	--
Connie Broadie	Historian	--
	Voice of the Customer	
Jeff Parnes	Electronic Media	--
	Webmaster	
Sara McAlpine	Welcome Chair	X*

Other Attendees:

Attendee	Position	Present?

### 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; two elected and three appointed.

ASQ Section Board

Agenda

<DD MMM YYYY>Meeting Date: January 11, 2023

ASQ Section 0511 Leadership Committee Meeting Minutes – January 2023

1. Meeting Minutes approval
  - a. December 2022
  - b. No objections, approved.
2. Anniversary
  - a. Date – September 11, 1983
  - b. Jeff and Ken are commemoration leads
  - c. Event slated for Fall 2023
3. Bill Highway Permissions
  - a. Email sent yesterday; if you got one, be sure to complete.
4. Program – Today
  - a. Ken – Chair Report: Year in Review
  - b. Continuation of Path to Quality introductions as time permits
5. Treasurer Report
  - a. \$24,423.33 in available funds
  - b. Income –\$409.45 for December; +\$1,949.17 for CY 2022
  - c. Process flow – Chair approves; Treasurer or designee submits
    - i. Vice-Chair should approve if Chair is the submitter
    - ii. If submission is wrong, reject and require submitter to correct.
6. Program Future:
  - a. February – Carolyn – Ranger Outing
  - b. March – TBD; possibly the following
    - i. Report (~20 minutes) on upcoming ASQ community site restructuring (see if we can get someone from ASQ to log on and give us the ‘elevator talk’ and answer questions), plus
    - ii. Conclusion of Path to Quality
  - c. April – Ken – EED Part 2; Ken has content since it’s sparse on the EED community site
7. April-in person Section meeting
  - a. Essential functions (PayAnywhere and Streaming) need to be staffed and ready
  - b. Venue needs to be electronics friendly and have sufficient space for the Streaming setup – Houlihan’s?
  - c. Need to be flexible if Covid situation worsens
8. Preparations for RO

The meeting adjourned at 6:59 pm.

Action Items (Carryover from prior SLC Meeting)

<b>Location:</b>	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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November 2022 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Create an action plan for the Anniversary	Jeff Parnes and Ken Rapuano	TBD	

August 2022 Action Items

<DD MMM YYYY>Meeting Date: January 11, 2023

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Item	Action	Assigned to	Date Due	Date Done
1	Find out if ASQ reimbursement forms are still needed since Bill Highway 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	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	<b>Pending the scheduling of next Vision Meeting.</b>

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	<b>Pending</b>

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.	<b>Ongoing</b>
2	Follow the online setup instructions for PayAnywhere device.	Vladimir <del>Mike</del> Jeff Muzaffar	Before payment team meeting (Item 4)	<b>Pending</b> <b>Pending</b> <b>Complete</b> <b>Pending</b>
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)	<b>Yes</b>
4	Set up and conduct meeting for Payment Team to familiarize with PayAnywhere device	Vladimir <del>Mike</del> Jeff Muzaffar	2.23.2022*	<b>Pending</b>
5	Meeting to better define welcome committee and set expectations	Leslie Sara	2.28.2022	<b>Pending</b>

\* 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	Jeff	12.31.21	<b>12.8.21 (resolution)</b>

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	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?			<b>pending for Question 3)                  Answer to #3 is yes, there is.</b>
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\* 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	<b>Pending</b>
3	Set up meeting with Vladimir, Jeff, and Cyndi for DB management/maintenance.	Vladimir, Jeff, Cyndi	TBD	<b>Pending</b>
4*	Formulate and bring RU questions to Michael Kirchner.	Vladimir	10.6.21	<b>Initiated; resolution pending</b>

\* Action item from Products and Services Catalog review

Member Meeting

<b>Location</b>	WebEx				
<b>Date</b>	January 11, 2023	<b>Time</b>	7:00pm – 8:30pm	<b>Duration</b>	1.5 Hours
<b>Presentation:</b>				<b>Speaker:</b>	
1) Section Chair Report 2) Professional Night (cont'd)				1) Ken Rapuano, Section 0511 Chair 2) Quality Professionals of ASQ Section 0511	
<b>Section Business Discussed:</b>	<p>Every December in the past, the Section conducted a “Social Night” or “Holiday Party”. However, RUs were not awarded for attendance of social events. Furthermore, only 12 people attended it in 2020 in the WebEx-only format...</p> <p>Previous feedback:                  The August 2021 “ASQ Sections” Round Table emphasized the importance of getting each other introduced.                  A number of people at the June 2021 “ASQ Certifications” Round Table noted they were short on RUs.</p> <p>In December 2021, we conducted our first “Professional Night: Path to Quality” instead. This discussion was about YOUR path to quality. Emphasis on getting to know each other professionally.</p> <p>There was no “featured speaker” at the December event. Therefore, participating in the introductions was the condition for the 0.5 attendance RU.</p> <p>We had more people in attendance in December 2021 than that meeting could give floor to. Therefore, we took two (2) more meetings to complete this first 2021 Professional Night event                  Part 2: January 2022                  Part 3: March 2022</p>				

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**Next Member Meeting:**

<b>Location</b>	Webex				
<b>Date</b>	February 11, 2023	<b>Time</b>	11:00 am – 1:30pm	<b>Duration</b>	1.5 Hours
<b>Member Meeting</b>					<b>Speaker:</b>
The Steven F. Udvar-Hazy Center Fairfax County Annex of the Smithsonian National Air and Space Museum 14390 Air and Space Museum Parkway, Chantilly, VA 20151					Guided tour

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3. BillHix Permissions

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4. Program – Today

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7. April-in person Section meeting

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8. Preparation for the 2/11/23 Ranger Outing

- a. Steven F. Udvar-Hazy Center of the Air and Space Museum, Chantilly
- b. Free admission, \$15 parking
- c. Networking lunch at on-site Shake Shack afterwards
- d. Registered for 18; can increase with advance notice, minimum is 10
- e. Planning needs
  - i. Deposit amount?
  - ii. Lunch voucher?
  - iii. city registration setup
  - iv. Announcement