

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	WebEx				
Date	July 12, 2023	Time	6:00 – 7:22 pm	Duration	1 hour, 22 minutes

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?
Ken Rapuano	Chair	X*
Vladimir Nesterovich	Vice Chair	--
Connie Broadie	Secretary	X*
Muzaffar Zaffar	Treasurer	--
Vacant	Vice Treasurer	--

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

Officer	Position	Present?
Charlotte Wild	Audit Chair	--
Leslie Braun	Membership Chair	--
Barbara McCullough	Nominations Chair	X*
Carolyn Miller	Arrangements Chair	X*
Muzaffar Zaffar	Recertification Chair	--
Cyndi Reichardt	Database Administrator	--
Muzaffar Zaffar	Education Chair	--
Leslie Braun	Finance Chair/Welcome Committee	--
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?

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 that we had Quorum.

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ASQ Section Board

1. Meeting Minutes approval
 - a. June 2023; Barbara reviewed the draft minutes and thought they were very good. Ken made a motion to approve the minutes and Barbara seconded the motion. The minutes were approved.
2. Treasurer Report
 - a. June 30 balance: \$20,854.18
 - b. Current (July 11) balance: \$21,942.04
 - i. Includes \$1069.75 deposited by Region on 7/3/23
 - ii. Also includes reimbursable deposits for 7/15/23 RO
 - c. Connie added that while at WCQL, she was asked to bring it to the board, that if we had a surplus in funds, to look at making our money work for us and not just leave it sitting in our account. Ken said that had been a topic of discussion at the regional meetings as well. There is now a way (similar to a CD) for the sections to invest money not allocated to their budget / operational needs where they can earn interest on it. You can withdrawal early, but there is paperwork and a little time involved, so it needs to be money that you don't plan on using in the near future. Ken said that was something we could consider doing, maybe a quarter or half of our Section's funds in that. The return may not be great, but better than it is now. He would look into our options.
 - i. Jeff commented that these are technically ASQ National funds. They made a big push to get the sections to move their money from the section's bank to ASQ National's bank - BillHighway and his thoughts were that they should be monitoring and investing the money not allocated to the budgets for the year so that the money was working for us/ASQ. He didn't understand why they were putting the onus on the sections. Connie mentioned that the move to one bank made some sections unhappy so they probably wanted to leave the sections with more control over their allocated funds. Connie also mentioned that Section 0511 was an outlier and that many sections didn't have enough funds to operate much less invest in.
3. Membership Report
 - a. May 4, 2023 paid membership = 410, 2.6% decrease from April
 - b. June 4, 2023 paid membership = 401, 2.2% decrease from May
 - c. July 4, 2023 paid membership = 405, 1.0% increase from June
4. Welcome Committee Report
 - a. Sara called 3 people that live in Alexandria ahead of our event on Saturday in Alexandria (including Cyndi Reichardt, leaving her a nice voicemail letting her know it would be nice to see her at the meetings and that we miss her.) Everyone thanked Sara and said it was a good idea to focus on those in close proximity to the RO on Saturday.
5. Ranger Outing: Saturday, July 15 at the Stabler-Leadbeater Apothecary Museum in Old Town Alexandria
 - a. Connie will be the on-site lead
 - b. Current count is 7, we have room for 5 more. Jeff stated he had not yet registered but would do so during the meeting. Carolyn said if Connie could get the final count to her by Thursday or Friday, she would make the necessary changes to Mia's reservation. Since the reservation is so early, she didn't think there would be an issue.
 - c. Jeff suggested another email blast be sent out Thursday night.
 - d. Lunch at Mia's Italian Kitchen to follow. It is about 2 blocks from the venue.
 - e. Ken will be on vacation and will unfortunately not be able to make this RO. Ken also thanked Connie for taking the lead on this RO with Carolyn not able to come down from NJ.
6. 2024 Officers
 - a. Open elected mandatory positions:
 - i. Chair – Ken will not be in the SLC for 2024
 - ii. Secretary – Connie is term-limited

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- b. Appointed mandatory positions:
 - i. Nominations – Barbara has moved to Texas; is continuing until such time as she leaves the Section for a local one. As of July 4, she is still a Section 0511 member.
 - ii. Ken will serve as Nominations Chair in 2024.
- c. Open non-mandatory elected positions:
 - i. Vice-chair – will be open 2024
 - ii. Vice-treasurer and Vice-secretary – currently open, can be filled immediately by volunteers
- d. Open appointed positions – can be filled immediately
 - i. Ranger Outing Lead
 - ii. Arrangements Chair
 - iii. Program Chair
 - iv. Assistant Streaming Lead
 - v. Compliance Chair

Ken mentioned COVID and the break in meeting in person set us back and froze the board in time a little bit. It is not the same over the web and not as easy to develop interpersonal relationships made from meeting in person. Ken explained that coming in person was one of the main reasons he joined the SLC and we haven't had that opportunity to mingle with the membership at large. That was why the list above looked so dauntingly large right now. Barbara was in complete agreement. Jeff said it was good that we were able to hold the last two month's meetings in person even though there were quite a few that chose not to attend in person, but rather online. Ken agreed and commented that it was fine for people to join online, that was why we had the streaming initiative, but it does make it harder to reach out and look people in the eyes and engage them. Ken reminded us that he showed up in person for virtually every meeting in person for 3 years before he got up the nerve to join the SLC. Barbara said it definitely helps to be able to ask someone in person to be on the board. If you have seen somebody and know what kind of a person they are and you talk to them at meetings, it helps to say to them, "You seem like the kind of person that would be great at this job. Could you step in and do that?", but if you are not seeing each other in person, it is really hard to get a handle on who we can ask to do something. Ken agreed. It was an unintended consequence of the remote meetings, that for a very long time have been required.

Barbara asked if we planned on sending out an email shortly to the whole entire section to advertise the positions that are open or that we need filled; otherwise, if the positions are not filled, the section will go down. Ken confirmed that we do have mandatory positions that need to be filled in order for the section to be in good standing. He just found a good template from another organization that would work well and he hoped to get that announcement out Friday. Jeff said when he had the announcement ready, send it to him and he would put it on the website and send out an email blast.

- 7. Future Programs:
 - a. August – Report from Welcome Committee Chair and Recertification Chair
 - i. Ken received notes from Muzaffar on his role and presentation. He will be on vacation so Ken will be presenting on his behalf.
 - ii. Ken asked Sara if she was OK with reporting on her role in August. Sara confirmed she was, but she wanted to make sure people will want to go to the meeting, so she was trying to think of a way to make it interesting. Ken asked if she would meet with him to further discuss how viable a topic this was. This is a topic that Vladimir had thought of, and he has the big picture in his head a lot more than Ken does about these two positions.
 - iii. Ken said this meeting may be a candidate for online only since it was more on the internal workings of the section. He does see the importance of the recertification chair in that we make it one of the easiest clubs in the world to join. The Welcome Committee, we are fighting against the tide of professional societies contracting. That is something that is across the board, not just in our section or ASQ. These are

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important functions and beneficial for the membership to know, but it may not be enough to draw them out of their houses, even as interesting as Sara and Muzaffar are and as important as the jobs they have are. Sara said that was why she was trying to find a way to make her presentation more interesting. Ken was reminded that when we met in person, the people there in attendance were the Welcome Committee. You walked in and were greeted by people who came and talked to you. That is a resource we need to make up for and not with just Sara and Leslie as the Welcome Committee but see if we can make the membership who regularly participate somehow part of the experience that makes people who come in new feel welcome, rather than in listen mode only just to get RU. Sara agreed. She has been trying to think of creative ideas. Maybe breakout rooms or open conversation. Ken said he would also try to brainstorm some ideas. Maybe they could meet on Teams or Zoom and see if they have enough to make it a good 20-minute or so presentation.

- b. September – RO. Carolyn said she would look into Meadowlark Botanical Gardens or Arlington Cemetery.
- c. October – Anniversary (Ken and Jeff - see below) – This will be in person only, no streaming.
- d. November – RO Year in Review (Connie and team) – Ken mentioned it would be nice to have this one in-person. Jeff said he would see if he could book Kings Park Library for this one. He also noted that he acquired 4 25 ft long professional extension cords so we are no longer affected by the nonworking outlets.
- e. December – Path to Quality – Ken mentioned it would be nice to also have this one in person. He recalled the prior December meetings were the ones where the officers were filled in. Now it has to be done 3 months earlier.
- f. January 2024 – RO NRA Museum
- g. February 2024 – Chair Report
- h. March 2024 – QM Round Table?
- i. April 2024 – RO Wolf Trap National Park of the Performing Arts - Filene Center. Has tours Oct-April, 30 participant max and outdoors.

8. Anniversary

- a. Section Founding Date – September 11, 1983
- b. Jeff and Ken are commemoration leads
- c. Event scheduled / room reserved for October 14, 2023, at Maggiano's Tyson 6:00pm – 9:30pm
- d. GSA originally responded to inquiry to provide a program, but no response to requested follow up information provided by the Section in mid-June or to a reminder sent 2 weeks ago.
- e. Ken reached out to Michael Kirchner yesterday to see if he would like to give a live, remote or recorded 5-10 minute message about Section 0511. He has not yet responded.
- f. Ken approached Susan Gorveatte, whose presentation at WQCI was highly praised by our program presenters last month. She gave us a very enthusiastic YES. She would likely present remotely (she is based in Canada).
 - i. Jeff and Ken discussed camera setup.
 - ii. Ken was not sure if Susan would allow the recording of her presentation. It is on his list of items to further discuss with her the week following next.
 - iii. Ken mentioned that Susan gave a special shout out to Maria Habib and Carolyn spoke of how great she was at tracking Susan down and meeting up with her for coffee. Ken asked if Carolyn thought Maria would like to be on the Welcome Committee. Carolyn said she would be great to have on the board if we could get her.
 - iv. Carolyn said she was aware that we don't pay for speakers, but given this is our anniversary, she wondered if the section might agree to have her come in and we pay for her flight and lodging. Ken said if Susan were willing to invest that amount of time, he would research how much that would be and put it to the board for a vote. Carolyn thought that would be great. She felt something would be lost if we had her do her presentation remotely. Connie agreed, she brings a lot of energy to the room. Jeff also agreed. If we are asking people to show up, it would be better to have the

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presenter there as well and not on video. Ken said if she had the time to travel here and agreed to come, we should be able to cover her expenses. We have enough in our account.

- g. Jeff asked what giveaways/swag we should get for this event. Ken liked the bag that Jeff showed him in June that he had received from a prior event and suggested those. Ken asked if we had a prior vendor that we have worked with in the past. Jeff said it had been so long since our last order we could work with any company that does imprint logos. His question was what do we want and how many. Ken suggested working backward from a budget. He would like to have more than what we have been handing out to those in attendance at our meetings. It may be that those who attend get the nicer thing, but the member who doesn't show up may get a mug. Jeff said we would not be shipping anything to members, but there could be something they would get if they showed up to future member meetings. Ken agreed except for Barbara and Carolyn who have been serving the board from a distance. He said we would ship them the anniversary gifts. Connie asked if there was a set amount in our budget. Jeff suggested \$2000. Ken thought that sounded about right from what he recalled when they worked on the business plan last year. Connie asked if there was money set aside for speakers. Ken was not sure without pulling it up. He would mark that as an action item to check the business plan. He reminded us that the Business Plan was not a hand-cuff, but we should be in the ballpark. He recalls allocating money in the thousands for our anniversary celebration and that included swag. Given that, he seconded the motion that Jeff made to spend up to \$2000 on swag, but he would be checking the business plan for additional guidance. Jeff asked that we reach out to Ken or himself with any suggestions, especially those that were at WCQI. Ken liked the coasters, which he grabbed from the swag that was brought back from WCQI. Carolyn suggested koozies that you can put your bottle or can in. Sara mentioned that water bottles are very popular right now. Jeff asked that we get back to him with our ideas within the next week.
 - h. Sara said we should be making every effort possible to advertise this event to save the date. Jeff said now that we have a speaker, he would work on the website to make that a big event and send out notices mid to end of July through mid-August.
 - i. Ken mentioned the food we ordered the last time we were there and suggested ordering something similar. Jeff said our options will be provided to us in September. The big thing was reserving the room. The food should not be an issue. We have not had a bad meal there.
9. Volunteer Participation
- a. Meeting Attendance – needed for quorum.
 - i. Ken was very happy that we had quorum today.
 - ii. He thanked Sara for reaching out to Cyndi. She was one of the reasons why he joined the SLC. She really welcomed him in and she has done great things for the section. If she has gotten too busy, he hoped that she would let us know, but has not been responding to outreach. Carolyn asked if she was OK. Ken said she sent an email about two months ago letting him know she had been experiencing a hectic and draining past few months. Ken asked if she wanted to meet over Teams and did not hear back from her. Connie said that she had heard from Cyndi through an email on June 29th stating that she was back and unintentionally missing meetings but could take care of Arnold's RU report if she-Connie had not already done so.
 - iii. Carolyn said that she would stay on until the end of the year if it helped with quorum. She wasn't sure if we had found anyone to take her role yet and didn't want to leave the section in a lurch, but if we were good to go, that was fine. Ken said her participation is always a positive contribution. The people that have been showing up, the things that they have to say are worthwhile. It does help with the quorum, especially in the summer months and while Vladimir is in class. At least Vladimir was with us in spirit starting our WebEx meetings and recording them. Ken confirmed that we would love to have Carolyn stay on if her sanity could take it. She apologized for getting upset. She respects those that show up and do the work and didn't want to leave them hanging because of those who don't. Ken said he

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understood, especially not getting her RU report. That is a critical function of the section and a critical failure if it doesn't happen. He is encouraged that Cyndi seems to be emerging back into the section, but we need to be dependable in providing those reports in a complete, correct and timely manner. Ken thanked Carolyn for all that she has done and that even after resigning she continued to hang in there and make sure we were OK. He really appreciated that.

- iv. Ken was happy that Seema responded to him regarding her role and that she would be interested in coming back in a different role and that she didn't feel matched to the right role. Ken said he needed to spend more time with her determining what role would be a good fit for her.
 - v. Jeff asked about WebEx. With Barbara in Texas trying to get settled in and Vladimir in class, was there anyone else who should have access to schedule/start/record meetings so that there was not a single point of failure. Barb said she would try to find the login information. It was currently stored in her browser, and she didn't know it off the top of her head. Jeff reminded her on how to retrieve it from her browser.
- b. Section Work – performance and rebalancing
 - c. Communication

Meeting adjourned at 7:22 pm.

Action Items (Carryover from prior SLC Meeting)

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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July 2023 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Get additional information regarding the investing options of excess allocated section funds.	Ken Rapuano	TBD	
2	Check the Business Plan for what was allocated for our Anniversary Member Event	Ken Rapuano	TBD	
3	Book room at Kings Park Library for November Mtg	Jeff Parnes	TBD	

June 2023 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Vladimir to share attendance spreadsheet he has been maintaining with Connie so that she can work on importing data into SharePoint list to have a better way to capture and report on attendance.	Vladimir Nesterovich, Connie Broadie	7/12/2023 TBD	6/28/2023

January 2023 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Find out / confirm who approves when the Chair is the submitter for reimbursement.	Ken Rapuano	TBD	

August 2022 Action Items

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	

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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	Pending the scheduling of next Vision Meeting.

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

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	105-107 S. Fairfax Street, Alexandria, VA				
Date	July 15, 2023	Time	10:00am – 12:30pm	Duration	1.5 Hours
Member Meeting				Speaker:	
Stabler-Leadbeater Apothecary Museum: Ranger Outing Event				Guided Tour	
Section Business Discussed:	Section Business was not discussed.				

Next Member Meeting:

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Location	WebEx				
Date	August 9, 2023	Time	7:00pm–8:30pm	Duration	1.5 hours
Member Meeting					Speakers:
Report from Welcome Committee Chair and Recertification Chair					Muzaffar Zaffar and Sara McAlpine