

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	WebEx				
Date	September 13, 2023	Time	6:00 – 7:19 pm	Duration	1 hour, 19 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	X*
Vacant	Vice Treasurer	--

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

Officer	Position	Present?
Charlotte Wild	Audit Chair/Welcome Committee	--
Leslie Braun	Membership Chair	--
Barbara McCullough	Nominations Chair	--
Carolyn Miller	Arrangements Chair	X*
Muzaffar Zaffar	Recertification Chair	X*
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?
Jeff Cadel	Member	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 that we had Quorum.

ASQ Section 0511 Leadership Committee Meeting Minutes – September 13, 2023

ASQ Section Board

1. Meeting Minutes approval
 - a. August 2023 Meeting Minutes were reviewed by Ken and Leslie. Carolyn was in the process of reviewing, so Ken would move to the next topic and come back to this one.
 - b. Carolyn and Sara both finished their review and said that they looked accurate. Carolyn made a motion to approve, and Ken seconded the motion. The August Meeting Minutes were approved.
2. Treasurer Report
 - a. August 9 balance: \$21,671.93
 - b. Current (September 13) balance: \$21,894.04
 - c. Some of our larger expenses have not hit yet.
 - i. Featured speaker's travel expenses have not yet been deducted.
 - d. Draft budget and business plan were submitted to Component Relations by September 1 deadline. 2024 budget is balanced. Ken still needs to resubmit the 2023 plan with changes.
 - e. Ken is going to gather additional information regarding putting some of our reserves in the Investment Fund that ASQ has set up. Jeffrey mentioned that we could put 1/2 to 2/3 of our reserves in there and not have a problem with having funds available to do what we need.
3. Membership Report
 - a. June 4, 2023 paid membership = 401, 2.2% decrease from May
 - b. July 4, 2023 paid membership = 405, 1.0% increase from June
 - c. July 18, 2023 paid membership = 410, 1.2% increase over July
 - d. There has not been a more recent membership report sent out. Per Component Relations, reporting has been interrupted due to ASQ's ongoing technology update.
4. Welcome Committee Report
 - a. Currently unable to identify targets due to ASQ delays in posting membership information. Sara did identify two new members from the July report she will reach out to them.
 - b. Welcome Jeff Cadel!
 - i. Ken introduced Jeff as a longtime ASQ member, from Section 0202, in the Corning, NY area. He has recently moved to the Northern Virginia area and is looking for volunteer opportunities. Although retired, is interested in maintaining his certifications, which means he needs RUs.
 - ii. Those at the meeting introduced themselves to Jeff.
 - iii. Jeff then introduced himself to those on the call. He retired from Corning, Inc. in 2022, after working there for 32 years. He was an Engineering Manager and a Program Manager. He is a Master Blackbelt and has an ASQ Blackbelt Certification. He and another person from Corning had been Six Sigma Blackbelt instructors for the past 13 – 14 years. He has a couple of children, one in Maryland and one in Kentucky. They moved here because a lot of his wife's family is in the area. They are looking forward to the area and meeting new people.
5. Ranger Outing: Saturday, September 16 at Arlington National Cemetery.
 - a. This will be a private Trolley tour that includes getting off to witness the Changing of the Guard of the Tomb of the Unknown Soldier, the Kennedy tomb, and the Arlington House [Robert E Lee's Mansion].
 - b. At last month's meeting, we said the cost for this tour would be \$490. That was for 1 hour. Carolyn did bump it up to 1.5 hours for \$735 to align with our typical program time. Gratuity was discussed and we agreed on \$100. Carolyn will handle the gratuity since she will be there.
 - c. Carolyn will be the on-site lead. Connie will bring the sign-in sheet.
 - d. The current count is 17, but we have room for ~20 more.

ASQ Section 0511 Leadership Committee Meeting Minutes – September 13, 2023

- i. Carolyn hoped that more signed up.
 - ii. Jeff Cadel suggested that we check the calendar before scheduling events to ensure we are not overlapping on religious holidays that may prevent people from coming. He would not be able to attend due to it being Rosh Hashanah.
 - iii. Ken agreed we live in a very diverse area and should be considerate of that.
 - iv. Connie asked if we should invite our sister sections to this event to fill the trolley up. Ken thought that would be OK.
 - e. Due to the isolated location, no official lunch after the tour was planned; however, it was recommended that we see if anyone wanted to meet up for lunch after the event. Jeff recommended Jack's BBQ. It isn't too far from the cemetery, and it is one of the top ten in the area. They have a large selection that should be sure to please just about anyone.
6. Anniversary
 - a. Section Founding Date – September 11, 1983
 - b. Jeff and Ken are commemoration leads.
 - c. Event scheduled for October 14, 2023, at Maggiano's Tyson
 - i. Ken reminded Jeff that we need to get our menu selection turned in at 4 wks. out.
 - ii. Ken recommended that we go with what we had last time. Jeffery said he would be happy to go with that. He would reach out to reaffirm they still had everything that we had last time.
 - d. Susan Gorveatte, whose presentation at WQCI was highly praised by our program presenters, will be the guest speaker.
 - e. Event will not be streamed; Susan has agreed for her presentation to be recorded for future viewing, however.
 - f. Progress on swag: Jeffrey confirmed that we will have cups with 40 Year Anniversary on them. Ken asked Connie about our general Section 0511 stash of swag that could be laid out as well. Connie confirmed that we had very basic stuff, like pens with highlighter on the end, little tape measures and lens cleaning clothes. Carolyn suggested branded first aid kits.
 - g. Jeffrey suggested that we hand out the announcement at the September RO for the Anniversary Event that says "Don't forget to sign up for our Anniversary Event as soon as you get home from this RO."
 - h. Ken reminded Jeffrey about sending out an invitation to nearby sister sections specifically inviting them to the event.
 - i. Connie asked Jeffrey if he would be working on the October announcement for the website and Mailchimp or if he wanted her to do it. Jeffrey asked her to contact him to work on getting it out by Sunday.
 - j. Jeff recommended that we add to the next RO Reminder on Friday that Registration is Now Live for the Next Meeting. Connie said she would take care of that.
 - k. Gift for Susan: Connie asked Ken to reach out to Maria. Maria had been looking at gifts for Susan on Etsy. Ken said he would email Maria this week. Ken suggested a sash that said Jedi Auditor on it. He was thinking that it should travel well back to Canada.
7. ASQ Limiting Licenses/Access to SLC to just Chair, Secretary and Membership Chair.
 - a. Ken brought up the need for a database administrator, stating that role could be a good fit for Maria, which led to the discussion of ASQ limiting licenses to each Section due to Microsoft restructuring their licensing model. It is now cost-prohibitive for ASQ to supply every SLC member with a license. ASQ also found through an audit that they were paying for many licenses that were not being utilized.
 - b. Ken mentioned that many sections were utilizing SharePoint as instructed by ASQ and that it has been integrated into normal operations.
 - c. Connie mentioned that she had been working on getting the Membership data off of our website into a SharePoint List but had stopped since she was not sure that the person needing to update the list and pull reports would have access to it.
 - d. Jeffrey said we could work something out on the website, separate from the current database that is not functioning properly.

ASQ Section 0511 Leadership Committee Meeting Minutes – September 13, 2023

- e. Connie said that there had been a lot of complaints regarding the limiting of licenses and that ASQ may possibly change course on that decision. We would have to wait and see. Ken agreed.
 - f. Ken thanked Connie for working on that because we needed a seamless way for members to get their participation report for their recertification journals accurately and promptly. That is the biggest service that the Section provides. Filling the DBA role was therefore important and he hoped that it might be something that Maria would be able to do. He felt confident that Cyndi Reichart no longer wanted the role. Connie also said that she felt that Cyndi would be happy if someone else were to do it.
8. 2024 Officers
- a. Open elected mandatory positions:
 - i. Chair – Ken declines a second term if another nominee is available; but will serve if not. He was not aware of anyone showing any interest and expects that he will be the Chair next year. Connie asked if Ken had heard from Barbara McCullough, Nominations Chair. Ken said he had not heard from her, but would reach out.
 - ii. Secretary – Connie is term-limited; however, Michael Kirchner has said that he would provide waivers if no one else wanted to be in the position and Connie was willing to take on another year. Ken said that Connie was going to be moving outside of our geographical area, and will be quite busy, but will stay with our Section, similar to Carolyn.
 - iii. Jeff Cadel will try on Vice-Secretary role for the remainder of 2023. He thought it would be a good way to get his feet wet a little bit. Ken said he wasn't sure if he had had a chance to take a look at what the specific duties of the Secretary were. They were a little different than what Connie was currently doing since she is Chair of multiple roles and steps in with some of the new stuff, like Memberplanet. Connie mentioned the nice thing about being Secretary with regard to taking the Minutes was that the meetings were all through WebEx and recorded so she didn't have to worry about taking meticulous notes. She could finish the minutes by going back to the recording. Ken asked Connie about getting Jeff on our roster as Vice Secretary. Connie said that Ken needed to email Component Relations to get that done.
 - b. Appointed mandatory positions:
 - i. Nominations – Barbara McCullough has moved to Texas; but agreed to carry out her role through the calendar year. As of July 18, is still a Section 0511 member.
 - ii. Ken can 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. Ken explained that some positions were defined by ASQ and some were defined by Section 0511. Carolyn said she would commit to RO Lead and Arrangements Chair until the end of the year.
 - i. Ranger Outing Lead
 - ii. Arrangements Chair
 - iii. Program Chair
 - iv. Voice of the Customer
 - v. Assistant Streaming Lead
 - vi. Compliance Chair
9. Future Programs: Jeffrey commented that we play a lot of inside baseball with our programming. Ken agreed and said he would like to get away from that a bit. He would like to have the classic featured speaker with a PowerPoint presentation as part of the stable of programs that we produce. He would like it to be a 1/4 to a 1/3 of our programs if we could find people willing to present. Beating the bushes to find those people has been the challenge. He confirmed with Jeffrey that it was a well taken point. Ken wants to start off next year with the more technical 'Quality Matters' round tables. We only had one this year and hopes to have 2 or more next year covering the technical subjects.

ASQ Section 0511 Leadership Committee Meeting Minutes – September 13, 2023

- a. October – Anniversary (Ken and Jeff)
- b. November – RO Year in Review (Connie and team)
- c. December – Path to Quality
- d. January 2024 – Chair Report
- e. February 2024 – RO (The Black Heritage Museum of Arlington (BHMA))
- f. March 2024 – QM Round Table? Ken explained our Round Table structure to Jeff C.
- g. April RO – Filene Center? Backstage tour of how they put on the various shows. Sara mentioned her experience there this past weekend with regard to their procedure getting hundreds of people in and out of the restrooms in a timely manner. They had a very impressive process in place. Ken agreed that was a quality related topic right there.

Meeting adjourned at 7:19 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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September 2023 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Add Welcome Chair / Welcome Committee to the Section website at the following links: ASQ 0511 - 2023 Board ASQ 0511 - Section Management	Connie / Jeffrey P	10/10/2023	
2	Create October Announcement for website and MailChimp email blast	Connie / Jeffrey P	9/17/2023	9/20/2023
3	Send invitation to sister sections to October Event	Jeffrey P	9/17/2023	10/2/2023
4	Work with Maria Habib on gift for October Speaker	Ken Rapuano	9/16/2023	9/19/2023
5	Meet with Maria Habib on her volunteer interests	Ken Rapuano	9/23/2023	9/23/2023

August 2023 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Revise 2023 budget to account for changes in spend on 40 th Anniversary program and submit with 2024 draft due to Michael Kirchner. 2024 draft was submitted, but the revised 2023 was not.	Ken Rapuano	10/11/2023	

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	
3	Book room at Kings Park Library for November Mtg	Jeff Parnes	TBD	

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	

ASQ Section 0511 Leadership Committee Meeting Minutes – September 13, 2023

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	

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	Arlington National Cemetery				
Date	September 16, 2023	Time	12:30 – 2:00pm	Duration	1.5 hours
Member Meeting				Speakers:	
Private trolley tour that includes getting off to witness the Changing of the Guard of the Tomb of the Unknown Soldier, the Kennedy tomb, and the Arlington House [Robert E Lee’s Mansion].				Dedicated Tour Guide	
Section Business Discussed:		N/A			

Next Member Meeting:

Location	Maggiano’s Little Italy				
Date	October 14, 2023	Time	6:00 pm – 9:00 pm	Duration	3 Hours
Member Meeting				Speaker:	
Section 0511 40 th Anniversary Meeting & Dinner				Susan Gorveatte	