

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	WebEx				
Date	October 11, 2023	Time	6:00 – 7:45 pm	Duration	1 hour, 45 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	--
Jeff Cadel	Vice Secretary	X*
Carolyn Miller	Arrangements Chair	X*
Muzaffar Zaffar	Recertification Chair	X*
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	X*
	Webmaster	
Sara McAlpine	Welcome Chair	X*

Other Attendees:

Attendee	Position	Present?
Maria Habib	Section 0511 Process Improvement Lead	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 – October 11, 2023

ASQ Section Board

1. Meeting Minutes approval
 - a. September 2023, approved. Ken motioned, Jeff seconded, minutes were approved.
2. Treasurer Report
 - a. September 13 balance: \$21,894.04
 - b. Current (October 11) balance: \$22,051.51 – does not include outstanding payments to Carolyn and Jeff (~\$1300.00). Jeff will be submitting additional receipts for Anniversary swag, as well as the invoice for website hosting for another year.
 - c. Final budget and business plan submitted to Component Relations on September 25 deadline. We have not yet received feedback from our Regional Director review. 2024 budget will use about \$500 from our reserves for Ranger Outings next year.
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. Reporting interrupted July-September due to ASQ's ongoing technology update.
 - e. Interim reports from August and September show a decline to 342 and 362 members, respectively; however, the interim reports for those months seem to omit "Renew" and "New" status members. Possibly related to difficulties in site update?
 - f. October 2023 paid membership = 369; due to trouble with site update, unsure if this number has meaning relative to the numbers reported in July.
4. Welcome Committee Report
 - a. Sara gave a report of those that she reached out to from the October Membership list. There were no new members on the October list, but she reached out and called seven (7) members that listed an address in proximity to Maggiano's to see if they would join us for our Anniversary event. Two of the seven answered the phone and thanked her for the call. Sara will post the results to the SharePoint site.
 - b. Welcome Maria Habib! Ken has been talking with her. He used the Interview format that Vladimir developed. Ken asked if Maria would reintroduce herself. Audio was not working properly for Maria at this time but she was able to join the call later and talk with the team.
5. Anniversary
 - a. This coming Saturday at Maggiano's Tyson, 6-930 pm EDT
 - b. Swag has arrived. Jeff has 5-6 boxes of swag, as well as AV equipment and requested that 3-4 of us meet at Maggiano's as early as possible (5PM – earliest access) to get the boxes to our banquet room.
 - c. Speaker is confirmed.
 - i. Susan Gorveatte is ready and excited to be presenting for us.
 - ii. She has sent Ken a PDF of her presentation as a backup measure.
 - iii. Michael Kirchner will be joining us and asked that we not let Susan know that he is coming. He wants to surprise her.
 - iv. Susan has confirmed that we can record her presentation. Ken confirmed with Jeff to bring the AV equipment.
 - d. Ken and Jeff will be doing a walkthrough at Maggiano's tomorrow at 2:30 pm. This walk through does not include any AV testing/checks (also noted in g. below).
 - e. Connie will bring the swag, older banners and books donated by a retired quality professional that she has been storing, as she is moving out of state. She mentioned setting most of it out as giveaways.
 - f. Jeff Cadel asked how many had signed up for the event so far. Connie stated it was 26 at that time. Jeff Parnes confirmed that the minimum count for the event was 45. Connie will leave registration open until after the event starts, allowing onsite registration.
 - g. Maria asked if we had microphones. Maria will check with Susan (presenter) regarding the AV ports on her PC to ensure connectivity with the projector. Both Maria and Carolyn requested a

ASQ Section 0511 Leadership Committee Meeting Minutes – October 11, 2023

dry run of the presentation. Jeff Parnes explained that we only have the room an hour before the event's start time and the walk-through tomorrow was to view the room size and layout only. They would not have the opportunity to do a dry run tomorrow. Maria and Carolyn continued to express concerns regarding the time needed to ensure that the room was set up and tested prior to guests arriving. Jeff Parnes agreed to add the cost of using the banquet room's internal AV system so that we do not have to worry about setting up ours and encountering any technical difficulties.

- h. Sara McAlpine expressed her regret that she will not be able to attend the event. She has another event that she had previously committed to.
 - i. Jeff Parnes stated he reached out to Component Relations in an attempt to invite sister sections to our Anniversary event. He was told that Northern Shenandoah did not currently have leadership or activity at this time. Jeff suggested that we bring them back into our fold and Component Relations said no, they may have leadership next year. They have not disestablished that section. Jeff asked how we could reach them to invite them. He was told to post it on myASQ. All members have access to see all events in myASQ.
6. 2024 Officers – The Election
- a. Proposed slate of elected officers:
 - i. Chair: Ken Rapuano
 - ii. Treasurer: Muzaffar Zaffar
 - iii. Secretary: Jeff Cadel. Ken ensured him that he would have resources needed to transition to his new role. We have improved the template, and the sessions are now recorded.
 1. The Chair, Treasurer and Secretary have been approved in accordance with the Member Unit Maintenance SOP of ASQ and are slated for 2024 by the Secretary registering one vote for the nomination committee slate and recorded as being elected by acclamation.
 - iv. Vice-Secretary: Connie Broadie
 1. With concurrence of SLC, Ken moved to appoint Connie Broadie as Vice Secretary. Jeff Parnes seconded the motion by acclamation. There were no objections. Connie Broadie was appointed as Vice Secretary.
 - b. Appointed mandatory positions:
 - i. Membership: Leslie Braun
 1. Generally, members are considered continued in an appointed position until the SLC or they wish to stop.
 - ii. Nominations: Jeff Parnes volunteered as previous Chair.
 - c. New Appointment: Maria Habib, Process Improvement Lead. This appointment starts in October 2023 and Maria will continue through 2024. Ken is looking forward to her taking on this role to improve upon and institutionalize our processes. Ken shared his thanks to Maria for coming onto the SLC. She is already bringing some excitement and good suggestions.
 - d. Jeff Parnes requested that Jeff Cadel and Maria Habib send a photo so that Jeff Parnes can add the two to our Section Leadership page of our website.
 - e. Jeff Cadel asked if we had a Roles and Responsibilities document for each of our positions. Ken said that we have some that have been generated by ASQ, for example there is one for Secretary, Chair, Treasurer and a few others. We would get him one for Secretary. Ken also mentioned that once he was assigned to the SLC, he would get access to myASQ where all of those documents can be found.
 - f. Leaving the SLC: Seema Garg – Due to her travels (still available for ad hoc tasks)
 - g. Open appointed positions – can be filled immediately
 - i. Vice-Treasurer
 - ii. Vice-Chair
 - iii. Ranger Outing Lead
 - iv. Arrangements Chair
 - v. Program Chair

ASQ Section 0511 Leadership Committee Meeting Minutes – October 11, 2023

- vi. Voice of the Customer
 - vii. Assistant Streaming Lead
 - viii. Compliance Chair
 - ix. Historian
 - h. Vladimir Nesterovich stated in a recent email that he would possibly consider a role once Ken reached out to him with what was open and what Vladimir would be interested in. Ken said he was not sure he would have any time available to meet with him until November and that may overlap with his upcoming scheduled travel.
 - i. Jeff Parnes suggested that Connie Broadie, as Secretary submit all elected and appointed positions to HQ/National to get the ball rolling on getting them the access they need.
7. Future Programs:
- a. November – RO Year in Review (Connie and team) via WebEx and at Kings Park Library.
 - b. December – Path to Quality
 - c. January 2024 – Chair Report
 - d. February 2024 – RO (The Black Heritage Museum of Arlington (BHMA))
 - i. Carolyn Miller shared that there would be no guide for the BHMA. She suggested switching to Gadsby’s Tavern. She has placed a soft-hold on Saturday, 2/17/2024, 11am-12pm. There would be an hour tour with a guide, and a networking lunch on site after the tour. \$6 a person, \$60 minimum. Groups of 10-15. If we exceed 15, we will need to break into two groups.
 - ii. Jeff Parnes commented that he has received feedback that we are going far and astray from the quality topic that forms the name of our organization. There were some tours we have done that can trace back to quality and others that have a hard time doing so. Do you get an RU for visiting Gadsby’s Tavern when there isn’t a quality aspect that we understand? We did a tour one time at a restaurant where they took us to the kitchen area and told us what they did for quality and then we had dinner there. He wasn’t sure if we would have that same experience at Gadsby’s. That is just a thought that people might be considering. Ken stated that it was not a failure rate of widgets, but when there is an important local and historical component, and that has applied to all our ROs, there is a quality element and/or historical element and an educational element involved in that. He would certainly consider if there were some other venues that we could go to that were maybe more in line with an actual production as opposed to maintaining a facility. There is quality involved in maintaining a historical facility. That is kind of our industry in this area, its government and history. Carolyn provided an overview of the tour. The young Republic began to take shape through the conversations and choices being made in these tavern spaces. The impact of these choices and how far to extend power—political, economic, and social—is still being felt today. Ken and Carolyn both agreed with Jeff that we need to ensure that a quality element/aspect is evident. Ken recommended going with Gadsby’s in February and maybe something more Deming-ish for one of our later ROs this year.
 - e. March 2024 – QM Round Table?
 - f. April RO 2024 – Filene Center? Ken and Carolyn agreed that a tour of the Filene Center operations certainly had an element of quality to it. We would look at providing a spectrum of events to appeal to a variety of member interests. We want to promote quality in all aspects of human endeavor. It is not all manufacturing or BOKs.

Jeff Parnes requested that he have access to the WebEx recordings so that he can post them to our website. Connie said that she would be able to share them using FileZilla. She let leadership know that Barbara shared her login with her so that she could start the meetings in her absence, so she has access to the recordings as well.

Ken explained to Maria and Jeff that the SLC meetings typically end promptly at 6:55pm, but since there was no member meeting tonight, the floor was left open to discuss things that that we don’t typically have time to discuss.

ASQ Section 0511 Leadership Committee Meeting Minutes – October 11, 2023

Meeting adjourned at 7:45 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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October 2023 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Add Jeff Cadel - Vice Secretary and Maria Habib - Process Improvement Lead to the Section website at the following links: ASQ 0511 - 2023 Board ASQ 0511 - Section Management	Jeffrey P	TBD	
2	Download WebEx Recordings for Jeff Parnes	Connie Broadie	10-31-2023	10-12-2023
3	Provide Jeff Cadel a Position Description for Secretary	Connie Broadie	10-31-2023	11-05-2023

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	10/31/2023	

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	

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	

January 2022 Action Items

ASQ Section 0511 Leadership Committee Meeting Minutes – October 11, 2023

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	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	
Section Business Discussed:				N/A	

Next Member Meeting:

Location	Kings Park Library and online via WebEx				
Date	November 8, 2023	Time	7:00 – 8:30pm	Duration	1.5 hours
Member Meeting				Speakers:	
Ranger Outings Year in Review				Connie Broadie	