

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	WebEx				
Date	December 13, 2023	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?
Ken Rapuano	Chair	X*
Vladimir Nesterovich	Vice Chair	X*
Connie Broadie	Secretary	--
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	X*
Barbara McCullough	Nominations Chair	X*
Jeff Cadel	Vice Secretary	X*
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	X*
Seema Garg	Placements Chair	--
Connie Broadie	Historian	--
	Voice of the Customer	
Jeff Parnes	Electronic Media	X*
	Webmaster	
Sara McAlpine	Welcome Chair	X*
Maria Habib	Section 0511 Process Improvement Lead	--

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.

ASQ Section Board

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1. Meeting Minutes approval
 - a. November 2023 – Ken made a motion to approve the minutes. Leslie seconded the motion. There were no objections. Meeting minutes were approved.
2. Treasurer Report
 - a. Current (December 12) balance: \$22,237.17 – does not include outstanding payments to Susan G and Jeff P. (~\$4000.00)
 - b. Susan G's expenses have been approved, but denied in BH; in process of being addressed
 - c. Jeff's expenses need to be processed
 - d. Ken stated he would like to have these items taken care of in 2023
 - e. Need to explore the ASQ investment program for a majority of the Section's excess funds
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.
 - g. November 2023 paid membership = 360.
 - h. December 2023 paid membership = 353, a 1.9% decrease from November.
 - i. Gained 17 seniors. Lost 17 full and 7 students.
4. Welcome Committee Report
 - a. Ken asked Sara if she receives a notification when a new Member report has been uploaded to SharePoint. Sara stated that Leslie has been sharing new member information with her. There were three new members to call for the month of November. Sara can do those, but she continues to welcome anybody who wants to help with the Welcome Committee to make those calls. To answer Ken's question, she stated that she does not receive notification when a new member report is available. Ken was curious if there was a mechanism in place to make sure she received that information. Sara stated that the member report is downloaded, filtered on new and calls are made.
5. 2024-2025 South Atlantic Regional Director – Natasha Harding-Overton
 - a. Current Section 0506 (Delaware) Chair
 - b. She spoke at last month's regional call. She is very excited to get started and Ken is looking forward to working with her.
 - c. She will be taking over from Michael Kirchner
6. Michael Kirchner Parting Gift
 - a. In 2024, ASQ will only pay for a Section to have 3 MS Office accounts: Chair, Secretary, and Membership Chair.
 - i. Jeff Parnes expressed his dissatisfaction with ASQ, stating that we were told that if we moved everything to SharePoint, those things would be available to us, and now they are not. In trying to limit cost, they have made the Section's ability to function more limited.
 - b. Michael has allocated Regional funds for each Section in the South Atlantic Region to have one additional Office 365 account. We have until Friday to contact Component Relations with the member leader who should get the additional account for the year.
 - c. Ken stated he would like to take advantage of Michael's offer. Ken would also like to purchase an account with Section funds. The cost is \$72 for one license, for one year.
 - i. Ken suggested assigning an account to Jeff Parnes since he has been integral to our file management for as long as he has been a member of the Section.

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- ii. Ken also suggested assigning an account to Connie Broadie. She will have the role of Vice Secretary next year and this will maximize her opportunity to help Jeff Cadel transition into his role as Secretary for 2024.
 - iii. Jeff Cadel stated that you could get one license for \$70 and five licenses for \$100 with the MS Family plan. Ken said he would ask Component Relations about that tomorrow due to the time sensitivity. He was not sure if we could get these on our own or if we had to use the accounts through HQ. Barbara M stated that we would likely need to get licensing through Corporate. Jeff C agreed, stating he didn't know how they bundled it. Sara stated that maybe the better question to ask is could we get permission to access ASQ SharePoint with a personal MS license. Ken stated we had a window in January to purchase additional licenses, but he wanted to take care of the accounts all at the same time (Michael's offer by Friday).
7. WCQI 2024 - San Diego, CA – Section has 2 x \$1500 stipends in the 2024 budget submitted to HQ
- a. Stipends are open to SLC members, including the person who volunteers to be the conference chair, which is an available position.
 - b. Stipends are conditional on preparing and presenting a report from the WQCI as a program at a member meeting (June or July)
 - c. Discussions on who will go will begin at the January SLC Mtg. Ken will reach out to SLC members offline to gauge interest. There will likely be voting at the January SLC Mtg.
8. Open appointed positions – can be filled immediately.
- a. Vice-Chair
 - b. Vice-Treasurer
 - c. Ranger Outing Lead
 - d. Arrangements Chair
 - e. Program Chair
 - f. Voice of the Customer
 - g. Assistant Streaming Lead
 - h. Compliance Chair

Jeff P. stated that recruiting is best done in person. Ken agreed and said his goal was to have three or four ROs and three in-person/hybrid meetings in 2024.

Continuing the topic of communicating with our membership, Ken asked Jeff P. if there was a way to customize our myASQ page to include a tab for Section News or Section Business or Section Announcements, because he didn't like throwing everything under Discussions without a way to organize by topic or find things that are time sensitive. Jeff P asked Ken to point out the tabs he would like and he would find a way to do that. He has seen where other Sections have done that. Ken said he would get those to him.

9. Future Programs:
- a. December – Path to Quality
 - b. January 2024 – Chair Report
 - c. February 2024 – RO (Gadsby's Tavern, Alexandria)
 - i. Ken has been preparing a list of quality related questions to ask relating to supply chain, verification of authenticity of historical documentation, etc., trying to work the BOK in there. Customer Feedback is typically immediate.
 - d. March 2024 – QM Round Table?
 - i. Jeff P. asked Ken if it would be best to have a round table for the QM Round Table. Ken said it would be better to make contact with the people who are speaking and be able to look around the room.
 - ii. Ken said we were in a profession that skews on the shy, introspective and analytical side. Meeting in person is the best way to overcome that.
 - iii. We still need to provide the option to attend virtually. It has become engrained in people's expectations that a streaming option will be available.
 - e. April 2024 – RO (Filene Center?) Feline Center can only be booked in April or October. It is too early at this time, but maybe in January we can try to book this for April.

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- i. Herb Singletary has reached out to Carolyn inquiring about the Ranger Lead position. He and Carolyn may be working together on a couple of the ROs to get him up to speed.
 - f. Susan Gorveatte – remote presentation based on her availability
 - g. Information on a local chip manufacturer shared by Bill E – Ken needs to follow up the lead. He thought it would make for a good August RO, if available.
 - h. Maria Habib mentioned last month that there was also a local Chocolatier. That might be a good option for a RO, especially if we get to participate in the QC.
 - i. Jeff C brought up inviting Health Care providers to speak. Their whole process is LEAN. Ken mentioned that we have a Division dedicated to Healthcare and we have members active in that field. He mentioned the presentation Seema Garg gave on Ebola a few years back.
10. Cyndi R reminded us that we need to migrate the Attendance Database to something else. Ken agreed. It is our primary service to members.

Meeting adjourned at 6:58 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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December 2023 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Contact Component Relations regarding options in purchasing MS Licenses, and obtain the accounts needed from South Atlantic Regional fund and HQ.	Ken Rapuano	12-15-2023	
2	Reach out to SLC members on interest in WCQI	Ken Rapuano	01-10-2024	
3	Get deadlines/information on booking Filene Ctr.	Ken Rapuano	01-10-2024	

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	11-15-2023	

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	Jeffrey P	10/31/2023	

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

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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

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
1	Set up meeting with Vladimir, Jeff, and Cyndi for DB management/maintenance.	Vladimir, Jeff, Cyndi	TBD	Pending

* Action item from Products and Services Catalog review

Member Meeting

Location	WebEx				
Date	December 13, 2023	Time	7:00 pm – 8:30 pm	Duration	1.5 Hours
Member Meeting				Speaker:	
Professional Night: Path to Quality – agenda/minutes below.				Quality Professionals of ASQ Section 0511	

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- Section Business
 - 2024-2025 Regional Director
 - A Gift from Susan Gorveatte
 - Volunteering Opportunities
 - Hybrid Meetings
 - Upcoming Events
- This Month in Quality
- Program - Professional Night: Path to Quality
 - Vladimir Nesterovich, Vice Chair, introduced **Ken Rapuano**, Chair
 - Ken looks to the Section to stay current and interact with members in the Quality field.
 - Ken Rapuano, Chair, introduced **Sara McAlpine**, Welcome Committee Chair
 - Sara looks to the Section to stay current on quality.
 - Sara McAlpine, Welcome Committee Chair, introduced **Vladimir Nesterovich**, Vice Chair
 - Vladimir looks to the section to learn from other people.
 - Vladimir Nesterovich, Vice Chair, introduced **Benjamin Liptak**, Section Member
 - Benjamin looks to the Section to learn from others. Everyone has a different way of doing things.
 - Ken Rapuano, Chair, introduced **Ndeye Traore**, Section Member
 - Nydeye looks to the Section for RUs and enjoys the diversity the Section offers in learning from others.
 - Sara McAlpine, Welcome Committee Chair, introduced **Arnold Pachtman**, Section Member
 - Arnold looks to the Section to stay current; to broaden appreciation of the quality disciplines in its many branches and forms; to enjoy the camaraderie and learning.
 - He would like to see and hear more from the younger (40 or below) members.
 - He likes and appreciates the variety the Section offers in its programs. There is a nice mix of virtual meetings to avoid the traffic, special occasions like the Anniversary in a nice restaurant, and then the Ranger Outings which are enormous fun. We have the best of both worlds. When we only have in-person meetings, we are sick of the traffic. When we only have WebEx, we are sick of sitting at our computer all day. A mix is a happy compromise.
 - He suggested that since we are doing virtual, it would be marvelous to network with other Sections in the country and get invites to other events. He suggested we give the idea of publicizing other Section’s meetings to our new regional ASQ representative. That way you could attend an ASQ meeting anywhere in the country. That would be a magnificent addition to the monthly activities.

Next Member Meeting:

Location	WebEx				
Date	January 10, 2024	Time	7:00 – 8:30pm	Duration	1.5 hours
Member Meeting					Speakers:
The Chair’s Report and Professional Night – Path to Quality pt 2					Ken Rapuano and Quality Professionals of ASQ Section 0511