

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	WebEx				
Date	January 10, 2024	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	--
Jeff Cadel	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	X*
Barbara McCullough	Nominations Chair	--
Connie Broadie	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	--
Vacant	Historian	--
	Voice of the Customer	
Jeff Parnes	Electronic Media	X*
	Webmaster	
Sara McAlpine	Welcome Chair	X*
Maria Habib	Section 0511 Process Improvement Lead	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.

ASQ Section Board

<DD MMM YYYY>

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1. Meeting Minutes approval
 - a. December 2023- were approved
 - b. Minutes are upload to the website after approval
2. Treasurer Report
 - a. Current (January 6) balance: \$18,322.61
 - b. Balance reflects payments to Jeff P and Susan G- but as yet not received
 - c. Spending down due to discretionary spending not structural gap.
 - d. Need to explore the ASQ investment program for a majority of the Section's excess funds- there is a \$150 revenue expectation. When additional information received, Ken will **put a motion to approve the move a portion of the funds** (balanced to be both prudent and liquid).
3. Membership Report
 - a. January 2024 paid membership = 349, a 1.9% decrease from December.
 - i. Gained 17 seniors. Lost 17 full and 7 students.
 - b. No current action in place, will need to monitor. We will continue to provide professional networking and information to the membership.
4. Welcome Committee Report
 - a. Nothing new to report
5. Updating the SLC addresses for the Board24 mailing list.
 - a. Need to provide the most recent SLC email addresses to J Parnes for update. Jeff P will establish the aliases and link them to their emails addresses and will send out emails to both addresses to ensure that they are active and linked. Please do not respond to all.
6. WCQI 2024 – Section has 2 x \$1500 stipends in the 2024 budget.
 - a. Stipends are open to SLC members- due by the end of January.
 - b. Early bird pricing ends on January 31, which is ~2 months earlier than for the 2023 conference; vote to waive the policy requirement that applications will not be accepted before Feb 1.
 - c. Do any SLC members wish to take advantage before I open up the role of Conference Chair to the general membership?
 - i. Maria H will take one slot and Carolyn M will take the other unless there is another request from the general membership.
 - ii. If more than 2 are interested, then there is a hierarchy.
 - iii. Will offer at the members at large.
 - d. Stipends are conditional on preparing and presenting a report from the WQCI as a program at a member meeting (June or July) and join SLC.
 - e. Next year offer in December.
7. Open appointed positions – can be filled immediately.
 - a. Vice-Chair
 - b. Vice-Treasurer
 - c. Ranger Outing Lead –Carolyn is willing to remain in the position.
 - d. Arrangements Chair
 - e. Program Chair
 - f. Voice of the Customer
 - g. Assistant Streaming Lead
 - h. Compliance Chair
8. Future Programs: Carolyn (lead)
 - a. January 2024 – Chair Report
 - b. February 2024 – RO (Gadsby's Tavern, Alexandria)
 - i. All set for February and make sure we are set up for Filene's and announce at next event
 - ii. Carolyn will send out an announcement.
 - c. March 2024 – QM Round Table?
 - d. April 2024 – RO (Filene Center?)- Ken will reach out if required.
 - e. Susan Gorveatte based on availability.
 - f. Information on a local chip manufacturer from Bill E – need to follow up the lead.

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- g. Health care provider - LEAN?
 - h. Local chocolatier?
 - i. Nuclear pharmacy- Carloyn
 - j. Stryker- Leesburg- Jeff C to follow-up
 - k. Carolyn will lead meeting to train alternative people (Ken and others) as part of knowledge transfer for the program committee.
9. Migrate DB?
- a. Data base use is time consuming and laborious.
 - i. Process:
 - 1. Run report, look for errors and fill in the missing data.
 - 2. Import into a Word document
 - 3. Make a pdf
 - ii. Is used for RU credits
 - iii. If we could edit the data base, it would better. We are currently not administering of the data base.
 - iv. It is a 3 year data base.
 - v. Set up a meeting with **Ken (lead)**, Cyndi R, Connie to review scope and establish a clear problem statement. Review status at February meeting.
 - 1. Need to look at alternatives.

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

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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

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	January 10, 2024	Time	7:00 pm – 8:30 pm	Duration	1.5 Hours
Member Meeting				Speaker:	
The 2024 Chair’s Report Professional Night: Path to Quality pt. 2				Ken Rapuano, Section Chair Quality Professionals of ASQ Section 0511	
<ul style="list-style-type: none"> • Section Business <ul style="list-style-type: none"> – A Gift from Susan Gorveatte – Volunteering Opportunities – Hybrid Meetings – Upcoming Events • This Month in Quality • Program <ul style="list-style-type: none"> – Section Chair’s Report – Professional Night: Path to Quality (continued) 					

Next Member Meeting:

Location	Alexandria, VA				
Date	February 17, 2024	Time	11:00 am – 12:00 pm	Duration	1.5 hours
Member Meeting				Speakers:	
Gadsby’s Tavern Museum Ranger Outing, Organized by Carolyn Miller, Ranger Outings Lead				Two dedicated tour guides for our group.	