

For	ASQ Section 0511 Section Leadership Committee Meeting Agenda				
Location	WebEx				
Date	9 April 2025	Time	6:00 – 7:00 pm	Duration	1 hour

1. Section Leadership Committee Attendance

2. Positions in **BOLD** indicate positions required for Section standing by ASQ Section Requirements
3. X indicates the person attended (* indicates attendance by phone or electronic media)
4. Elected Leadership (*two Elected Officers present required for quorum*):

Officer	Position	Present?
Jeff Parnes	Chair	
Guoling Chen	Chair Elect	
Jeff Cadel	Secretary	
Connie Broadie	Treasurer	
Ken Rapuano	Past Chair	

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

Officer	Position	Present?
Edwin Videla	Arrangements/Ranger Outing Chair	
Vacant	Audit	
Jo Collins	Compliance Officer/Vice Secretary	
Cyndi Reichardt	Database Administrator	
Muzaffar Zaffar	Education/Recertification	
Jeff Parnes	Electronic Media/Webmaster/Videography	
Vacant	Historian	
Leslie Braun	Membership/Finance/Welcome	
Barbara McCullough	Nominations	
Vacant	Placements	
Maria Habib	Process Improvement	
Ken Rapuano	Programs	
Mike Beckner	Voice of the Customer/Vice Treasurer	
Sara McAlpine	Welcome	

Guests	Position	Present?

ASQ Section 0511-Northern Virginia
SLC Meeting Agenda
9 April 2025

1. Quorum call
2. March 2025 Meeting Minutes approval
3. SLC assignments and vacancies review
4. Treasurer Report
 - a. Balance XXXXX (ASQ investment fund XXXX)
 - b. Budget
5. Membership Report
 - a. Total Members April 2025 297
 - b. Since April 2023: lost 1 student, 22 Seniors and 102 full memberships= 124 total
6. Future Programs:
 - a. April – Anil Nayak - Automation of patient scheduling function at a home health agency
 - b. May – Ranger Outing (TBS)
 - i. SLC meeting
 1. In person and online,
 2. hybrid meeting dry run
 3. Extended time frame (2 hours if agreeable)
 - c. June- Document control- Tara Garrett, ColumbiaSoft Corporation
 - d. July – Ranger outing
 - e. August- Using AI for document control - Jackie Wolfe
 - f. September- WQC report - Maria
 - g. October- Ranger outing
 - h. November- Regular meeting- Path to quality
 - i. December- Holiday social possibly (year in review)- free meal and presentation- revise the budget to enable (arrangements) - Guoling, Edwin, Jeff P
7. Committee Reports
8. Open Action Items:
 - a. Leslie Braum stated that Component Relations requests that the Chairperson sends the 2025 Section 0511 List of Officers to ASQ National- **Accomplished**
 - b. Agenda for SLC- Jeff P- Needs items by Monday prior to the SLC meeting – **It's Working!**
 - c. Jeff C to provide program notes from March meeting to review prior to publication of the meeting minutes **Accomplished**
9. Additional items
10. Gripes and Appreciations

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