For	ASQ Section 0511 Section Leadership Committee Meeting Agenda				
Location	WebEx				
Date	11 June 2025	**Time**	6:00 – 7:00 pm	**Duration**	1 hour

Section Leadership Committee Attendance

1. Positions in **BOLD** indicate positions required for Section standing by ASQ Section Requirements
2. X indicates the person attended (***** indicates attendance by phone or electronic media)
3. 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	
Jo Collins	Vice Secretary	
Mike Beckner	Vice Treasurer	

4. Appointed Leadership (*an additional 25 percent [three] Appointed Officers present required for quorum, cannot be counted twice*):

Officer	Position	Present?
Edwin Videla	Arrangements - Ranger Outing Chair	
Vacant	Audit	
Jo Collins	Compliance Officer	
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	
Vladimir Nesterovich	Strategy	
Mike Beckner	Voice of the Customer	
Sara McAlpine	Welcome	

Guests	Position	Present?

1. Quorum call
2. Approval of [draft May 2025 SLC Meeting Minutes](#)
3. SLC assignments and vacancies review
    a. Vacancies: Audit, Historian, and Placements
4. Treasurer Report
    a. Balance $1,178.03 (ASQ investment fund $14,340.32)
    b. Transfer of $2000 from ASQ investment fund to operating budget approved and should be accomplished this month
5. Membership Report
    a. Total Members June 2025: 294
6. Future Programs:
    a. June- Document control- Tara Garrett, ColumbiaSoft Corporation
    b. July – Ranger outing
    c. August- Using AI for document control - Jackie Wolfe
    d. September- WQC report – Maria (**hybrid meeting candidate**)
    e. October- Ranger outing
    f. November- Regular meeting- Path to quality (**hybrid meeting candidate**)
    g. December- Holiday social possibly (year in review)- free meal and presentation- revise the budget to enable (arrangements) - Guoling, Edwin, Jeff P
7. Committee Reports:
    a. Audit:
    b. Compliance Officer:
    c. Database Administrator:
    d. Education/Recertification:
    e. Electronic Media/Videography: Guoling provided photos of the May RO – thanks!
    f. Finance: Available finance committee members met on 4 June to discuss shortfall in operations funds due to ASQ not releasing 1st Qtr allotments due to uncertain economic conditions. The committee decided to transfer $2000 from our investment fund to our operations fund.
    g. Historian:
    h. Membership: See Attachment 1
    i. Nominating Committee: Schedule for remainder of the year:
        i. In Sept. nominations are due to Barb for all Leadership Committee Positions.
        ii. By 15 Sept the Draft Business Plan and Budget are due to Regional Director.
        iii. By 30 Sept submit Closing Plan and Budget.
        iv. Submit by 1 October final plan to Regional Director.
        v. In first half of October hold elections for Chair-Elect, Secretary and Treasurer.
        vi. By Halloween enter next year's leadership team in the ASQ portal.
    j. Placements:

    k. Process Improvement:

    l. Programs:

    m. Strategy:

    n. Voice of the Customer: See attachment 2

    o. Welcome:

    p. Webmaster: Received request from speaker from July 2016 to remove the presentation from our website. Removed presentation links.

8. Open Action Items:

    a. Programs Committee: Received offer to be speaker from Susan O. Schall - Status ?

    b. Webmaster: Received request from speaker from July 2016 to remove his presentation from our website – Status: Accomplished

9. Gripes and Appreciations

Prepared by Jeffrey M. Parnes	703.424.2956 (P) 484.307.2552 (F)
Chair and Charter Member	Chair25@ASQ0511.org

Attachment 1 – Membership Report submitted by Leslie Braun

Member Status	Count	MemberType	Member status count
Continuous	**154**	Professional	130
		Senior	18
		Student	6
Proforma	**100**	Professional	46
		Senior	50
		Student	4
Renew	**29**	Professional	10
		Senior	19
		Student	0
New	**11**	Professional	11
		Senior	0
		Student	0
Total Members June 2025	**294**		

Since April 2023: lost 21 Seniors and 108 full memberships and gained 2 students= 127 total
Since January 2024: lost 45 full memberships and 10 seniors and gained 4 students= 51 total
In June: lost 2 senior and gained one student

Attachment 2 – VOC committee submitted by Mike Beckner

1) Knowledge and Skills:
   a) Current
      i) Qualtrics
      ii) Billhighway/re:Members
   b) Upcoming
      i) Scrum Master/Jira/Agile
      ii) Member-Leader
   c) Future
      i) ASQ Certification (Designated Examiner of Quality in Government)
2) Sibling Committees:
   a) Current - Coordination with Programs Chair – Ken (Work Item Log)
   b) Upcoming – Other Chairs/Committees (Incident/InfoGain Logs)
3) Polls (current, future):
      i) May 2025 RO
         (1) Section-wide
         (2) Attendees
      ii) June 2025 (attendees) – likely No-Go
      iii) July 2025 RO
4) VoC Presentations:
   a) June 2025 – Results of the RO-related polls, in Section Business
   b) July 2025 – none (due to RO)
   c) August 2025 – Results of the July RO-related polls, in Section Business
5) Help Needed
   a) Vice Chair
   b) VoC Committee Members (poll assistance, other VoC functions)
6) Risks and Issues
   a) Coordination with other Chairs/Committees
   b) Help with VoC Committee
   c) Incidents/InfoGains identified through polls/experience