For	ASQ Section 0511 Section Leadership Committee Meeting Agenda				
Location	WebEx / Burke Center Library				
Date	9 July 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 June 2025 SLC Meeting Minutes](#)
3. SLC assignments and vacancies review
   a. Vacancies: Audit, Historian, and Placements
4. Officers Report
   a. Chair
      i. See the [June 2025 ASQ South Atlantic Region Pulse Call](#) slides
   b. Chair Elect
      i. A few potential improvement proposals for potentially enhancing member experience
         1. Webinar and Meeting Registration
         2. RU Issuance
         3. Ranger Outing Announcement
         4. Monthly Meeting Agenda and Minutes
   c. Treasurer
      i. Current balance $1,792.92 (ASQ investment fund $12,388.67)
      ii. We received the transfer of $2000 from our ASQ investment fund. It was made available 6/26/25.
      iii. Maria Habib's WCQI stipend of $1500 was paid out of Bill Highway on 7/1/25.
      iv. July RO is due to be paid NLT Friday 7/11/25. Payment has not yet been made. Payment is non-refundable. Original agreement was for 15 people; however I think that can be changed up until 7/11/25. ($10 per person, minimum $100). The current Operating Funds balance includes the paid registration of 5 people to date @ $25 = $125, minus fees of $10.89 for a net in account of $114.11.
      v. The Q1 allotments will not be distributed
      vi. Q2 allotment of approximately $885 is expected mid-July. .
5. Committee Reports:
   a. Arrangements:
      i. Current registered attendees for the 19 July Ranger Outing is XX
   b. Audit:
   c. Compliance Officer:
   d. Database Administrator: Cynthia Reichardt
      i. See attached RU summary for 2025 (see Attachment 1)
   e. Education/Recertification:
   f. Electronic Media/Videography: Recommend that November's regular meeting, Path to quality, be our next (hybrid meeting
   g. Finance:
   h. Historian:

i. Membership: Leslie Braun
    i. See membership report, Attachment 2 for more details; below is a summary:
        1. Our total number of members as of July 2025 is 300. This is up from 294 in June. We had 8 new members in July. In July lost 2 senior and 1 student and gained 9 professional memberships.
        2. Since January 2025" lost 12 professionals, 5 seniors and gained 1 student = 16
        3. Since January 2024: lost 36 full memberships and 12 seniors and gained 3 students= 45 total.
        4. Since April 2023: lost 23 Seniors and 99 full memberships and gained 1 students= 121 total.
    ii. Let me know if you have any questions. I will be out of town and unable to make the July 10 meeting.

j. Nominating Committee: Barbara McCullough
    i. Schedule for remainder of the year:
        1. In Sept. nominations are due to Barb for all Leadership Committee Positions.
        2. By 15 Sept the Draft Business Plan and Budget are due to Regional Director.
        3. By 30 Sept submit Closing Plan and Budget.
        4. Submit by 1 October final plan to Regional Director.
        5. In first half of October hold elections for Chair-Elect, Secretary and Treasurer.
        6. By Halloween enter next year's leadership team in the ASQ portal.

k. Placements:

l. Process Improvement:

m. Programs:
    i. Last Month's Program – How did we do?
        1. June- Document control- Tara Garrett, ColumbiaSoft Corporation
    ii. Future Programs:
        1. July – Fort Ward Museum & Historic Site: Ranger Outing Event
        2. August- Using AI for document control - Jackie Wolfe
        3. September- WQC report – Maria (**hybrid meeting candidate**)
        4. October- Ranger outing
        5. November- Regular meeting- Path to quality (**hybrid meeting candidate**)
        6. December- Holiday social possibly (year in review)- free meal and presentation- revise the budget to enable (arrangements) - Guoling, Edwin, Jeff P

n. Strategy:

o. Voice of the Customer: See attachment 3

p. Webmaster: Jeff Parnes
    i. Connie has provided instructions on how to add an event to the MyASQ site. See attachment 5 Connie M Broadie

q. Welcome:

6. Open Action Items:
    a. Programs Committee: Received offer to be speaker from Susan O. Schall - Status ?
7. 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– RU summary for 2025 from Database Administrator Cynthia Reichardt

Date	Name	Topic	Location	RU's
20250719	ASQ Section 0511 July 2025 Ranger Outing	Ft Ward & Surroundings Tour	Alexandria, VA	0.15
20250719	ASQ Section 0511 July 2025 Ranger Outing	Ft Ward & Surroundings Prep Options - Online Course	WEB	0.05
20250719	ASQ Section 0511 July 2025 Ranger Outing	Ft Ward & Surroundings Networking - Silver Diner	Alexandria, VA	0.1
20250709	Board Meeting	Leadership Strategy & Section Business - July	WEB-EX	0.1
20250611	ASQ Section 0511 June 2025 Meeting	Improving and Automating Document Centric Processes	WEB-EX	0.15
20250611	Board Meeting	Leadership Strategy & Section Business - June	WEB-EX	0.1
20250522	Senior Leadership Mtg	Senior Leadership Mtg - May	WEB-EX Hybrid & Dolley Madison Library	0.15
20250517	ASQ Section 0511 May 2025 Ranger Outing	George Washington Distillery & Gristmill	Mt Vernon, Virginia	0.15
20250517	ASQ Section 0511 May 2025 Ranger Outing	George Washington Distillery & Gristmill - Prep Optional	Mt Vernon, Virginia	0.05
20250517	ASQ Section 0511 May 2025 Ranger Outing	George Washington Distillery & Gristmill - Networking	Mt Vernon, Virginia	0.1
20250409	ASQ Section 0511 March 2025 Meeting	Project Rolodex to Robot: A deep dive into automating the patient scheduling function at a Home Healthcare Agency	WEB-EX	0.15
20250409	Board Meeting	Leadership Strategy & Section Business - April	WEB-EX	0.1
20250312	ASQ Section 0511 March 2025 Meeting	History of US Food Safety	WEB-EX	0.15
20250312	Board Meeting	Leadership Strategy & Section Business - March	WEB-EX	0.1

Date	Name	Topic	Location	RU's
20250216	ASQ Section 0511 Ranger Outing - River Sea Chocolates	River Sea Chocolates - Bean to Bar	4520 Daly Dr Suite 100, Chantilly VA 20151	0.15
20250216	ASQ Section 0511 Ranger Outing - River Sea Chocolates	River Sea Chocolates Networking	4520 Daly Dr Suite 100, Chantilly VA 20151	0.1
20250212	Board Meeting	Leadership Strategy & Section Business - February	WEBEX	0.1
20250108	ASQ Section 0511 January 2025 Meeting	2025 Section Chair's Report	WEB-EX	0.15
20250108	Board Meeting	Leadership Strategy & Section Business - January	WEB-EX	0.1

Attachment 2– 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 3 – VOC committee submitted by Mike Beckner

1) *Crafting a Standout Marketing Approach for Your Program* - Invitation
2) Polls (current, future):
    i) July 2025 RO
    ii) August 2025 (attendees) – Depends on announcement
3) VoC Presentations:
    a) July 2025 – none (due to RO)
    b) August 2025 – Results of the July RO-related polls, in Section Business
    c) September 2025 – If poll conducted
4) Work Item Log Items
    a) Ken - Emailing to Mike the program each month, a week before the monthly meeting. This will help determine if a poll is needed and the focus of the poll.
    b) Jeff P/Guoling – Determine if Vice-Chair or Chair-Elect is appropriate.
    c) Jeff P/Ken – Determine if Previous Chair or Chair Emeritus is appropriate.
    d) Jeff P – Ensure Vice Treasurer and Vice-Secretary are reported to ASQ as elected positions.
    e) Jeff P – Ensure Strategy Chair is reported to ASQ as appointed.
    f) Jeff P/Guoling – Reach out to Section volunteer: aidaodobasic@gmail.com
    g) Edwin/Ken – Reach out to RO volunteer: aidaodobasic@gmail.com
    h) Barbara McCullough volunteered to help with online need.
    i) Edwin/Ken – Consider adding future RO destinations to list:
        i) George Mason University
        ii) DC Museums
        iii) DC Theaters
        iv) Bowling Networking Event
        v) Historical Sites, Museums, War Battlefields in the DMV area
        vi) Hillwood Estate Garden and Museum
        vii) Great Falls Park
        viii) The Workhouse of Arts Center
    j) SLC – Consider Benchmarking other ASQ Sections
    k) SLC – RO Announcements (establish timeline/procedure)
        i) Final Draft by
        ii) Final Approval and to SLC for registration by
        iii) Section registration by
        iv) Who can approve/distribute?
        v) Consistent procedure for non-registrants who show up at RO.
5) Incident/InfoGain Log Items
    a) When putting together the email distribution list for pre-poll, Connie and Mike found multiple instances of opted-out members who actively attend meetings.
    b) High likelihood of more than one poll response by the same person.
    c) Multiple "quirks" with Qualtrics poll results. Results not consistent and need to be filtered.

d) Multiple positive responses for volunteering (ROs), but no name given to contact.
e) Consider one RO a year that is non-local – need carpooling.
f) Multiple thanks to Carolyn for her work on ROs and wishes of good luck to Edwin.
g) Poll questions and poll length in general needs to be more concise.
h) RO announcements should be more concise.
i) Section announcement emails should be reserved for single topics with the main point outlined in the email title (e.g. RO and monthly meeting should be separate emails).

6) Help Needed
   a) Vice Chair
   b) VoC Committee Members (poll assistance, other VoC functions)

7) Risks and Issues
   a) Coordination with other Chairs/Committees
   b) Help with VoC Committee
   c) Incidents/InfoGains identified through polls/experience

Attachment 5 - Connie M Broadie; Adding an event the myASQ calendar.

myASQ Community Admins can add an event to myASQ for our current members to see. We can email Component Relations [ComponentRelations@asq.org] if we need to change or add to the list below.

Current Community Admins:

Michael Beckner
Connie Broadie
Jeffrey Cadel
Barbara McCullough
Vladimir Nesterovich
Jeffrey Parnes
Kenneth Rapuano

Steps

1) Log into myASQ [my.asq.org]
2) Click on Communities
3) Select My Communities
4) Select Northern Virginia Section
5) Select Events tab
6) Click on the green Add Event button
7) Populate the fields as shown below under **Details** and save.

Note: You should **not** toggle the button to invite all community members until you have saved and previewed the Event Announcement or if Jeff Parnes is sending out his blast at the same time. You can continue to edit and save until it displays correctly, then go back to edit and toggle on/select to Send Invitations to our Section Community Members and save again. When you do this, it will send an email to all 300 Section 0511 Members inviting them to view the event. This is not the same as Jeff Parnes email blast with opt-in contacts.

Details

Title: ASQ Section 0511 Month Year Meeting Announcement
Event Type: Section Meeting
Community: Northern Virginia Section
Display in events list?: Always display event, never hide it
Display in search results?: Always display event, never hide it
Description: Paste in Announcement text and adjust any formatting that is necessary.
Optional link for an external website with more details about this event.
http:// in the first field; www.asq0511.org/Meetings/announce2505.html in the second. The year/month of announcement will need to be upated in the sample link above.

Event Image:

Select Image; usually left empty

This image is used on the events list and the event details page. Landscape images measuring at least 1200px x 600px are ideal.

Is attendance required to maintain voting rights? No

Date & Time

Start Date/Time: enter applicable date/time

End Date/Time: enter applicable date/time

Timezone* (UTC-5:00) Eastern Time (US & Canada)

Location

How will people attend this event?: Physical Address

Country: United States

Venue: Enter Venue Name

Address 1: Enter Venue Address

Address 2

City*

State*

Zip*

Contact Information

First Name: Edwin

Last Name : Videla

Phone

Email: Arrangements25@asq0511.org

Send Invitations

Invite all community members when saved: Yes

Finalization

Click on Save. Save and Continue saves your work but does not finalize it. Once finalized, you will be able to see it under our Events tab. Click edit to make any changes, then save again.