For	ASQ Section 0511 Section Leadership Committee Meeting Agenda				
Location	WebEx				
Date	13 August 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	Email	Present?
Jeff Parnes	**Chair**	Chair25@asq0511.org	
Guoling Chen	Chair Elect	Chairelect25@asq0511.org	
Jeff Cadel	**Secretary**	Secretary25@asq0511.org	
Connie Broadie	**Treasurer**	Treasurer25@asq0511.org	
Ken Rapuano	Past Chair	PastChair25@asq0511.org	
Jo Collins	Vice Secretary	ViceSecretary@asq0511.org	
Mike Beckner	Vice Treasurer	ViceTreasurer25@asq0511.org	

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

Officer	Position	Email	Present?
Edwin Videla	Arrangements - Ranger Outing Chair	Arrangements25@asq0511.org	
Vacant	Audit	Audit25@asq0511.org	
Jo Collins	Compliance Officer	Compliance25@asq0511.org	
Cyndi Reichardt	Database Administrator	DBA25@asq0511.org	
Muzaffar Zaffar	Education/Recertification	Education25@asq0511.org Recertification25@asq0511.org	
Jeff Parnes	Electronic Media/Webmaster/Videography	EMedia25@asq0511.org Webmaster25@asq0511.org	
Vacant	Historian	Historian25@asq0511.org	
Leslie Braun	**Membership**/Finance/Welcome	Membership25@asq0511.org	
Barbara McCullough	**Nominations**	Nominations25@asq0511.org	
Vacant	Placements	Placements25@asq0511.org	
Maria Habib	Process Improvement	ProcessImprovement25@asq0511.org	
Ken Rapuano	Programs	Programs25@asq0511.org	
Vladimir Nesterovich	Strategy	Strategy25@asq0511.org	
Mike Beckner	Voice of the Customer	VOC25@asq0511.org	
Sara McAlpine	Welcome	Welcome25@asq0511.org	

Guests	Position	Email	Present?

1. Quorum call
2. Approval of draft July 2025 SLC Meeting Minutes
   (http://www.asq0511.org/Minutes/minutes202507draft.pdf)
3. SLC assignments and vacancies review
   a. Vacancies: Audit, Historian, and Placements
4. Officers Report
   a. Chair
      i. Status of:
         1. Business Plan and Budget.
            a. Draft due to Regional Director by 15 September
            b. Final due to Regional Director by 1 October
         2. Closing Plan and Budget.
            a. Submit by 30 September
      ii. Folder for collection of agenda/slide deck inputs
          https://drive.google.com/drive/folders/1NpycJJuRKxmpzvV6csIZzL2KDQQD2hsB
   b. Chair Elect
      i. A few potential improvement proposals for potentially enhancing member experience
         (See attachment 1, Process Improvements)
         1. Webinar and Meeting Registration
         2. RU Issuance
         3. Ranger Outing Announcement
         4. Monthly Meeting Agenda and Minutes
   c. Treasurer
      i. See attachment 2, Treasurer's Report
      ii. See the August Bill Highway Summary
          (http://www.asq0511.org/Treasurer/202508_BillHighwaySummary.pdf)
      iii. Summary:
         1. Operating funds: $1,644.35
         2. ASQ Fixed Income Fund: $12,438.13
         3. Total Funds: $14,082.48
         4. Yearly Income/Expense: -$1,625.14
5. Committee Reports:
   a. Arrangements (Edwin Videla):
   b. Audit (Vacant):
   c. Compliance Officer (Jo Collins):
   d. Database Administrator (Cynthia Reichardt):
   e. Education/Recertification (Muzaffar Zaffar):
   f. Electronic Media/Videography (Jeff Parnes):

g. Finance (Leslie Braun):

h. Historian (Vacant):

i. Membership (Leslie Braun):

- Our total number of members as of August 2025 is 284. This is down 16 from July. We had 7 new members in August. In July the section lost 7 professional and 10 senior and 1 student memberships.
  o Since January 2025 we have lost 19 professionals, 15 seniors and gained 2 students for a total of 32.
  o Since January 2024 we have lost 43 full memberships and 22 seniors and gained 4 students for a total of 61.
  o Since April 2023 we have lost 33 Seniors and 106 full memberships and gained 2 students for a total of 137.
- For more details see attachment 3, Membership Report

j. Nominating Committee (Barbara McCullough):

- Schedule for remainder of the year:
  o By the September section meeting, nominations are due to Barb for all elected positions: Chair-Elect, Secretary, and Treasurer. Volunteers who wish to serve as committee chairs should also contact her.
  o At the October section meeting, hold elections for Chair-Elect, Secretary and Treasurer.
  o By Halloween enter next year's leadership team in the ASQ portal.
  o See attachment 4 for more details on officer elections and committee chair positions

k. Placements (Vacant):

l. Process Improvement (Maria Habib):

  (For more details on the summaries below, see attachment 1, Process Improvements)

  i. Meeting on 7/17/25 (~30min), attendees: Guoling, Ken covered topics #1 & #2: section webinar and meeting registration, RU issuance

  ii. Meeting on 7/21/25 (~90min), attendees: Guoling, Vladimir, Connie, Cyndi, Edwin, Mike covered topics #1 & #2: Section webinar and meeting registration (&/or announcement), RU issuance

  iii. Meeting on 7/22/25 (~80min), attendees: Guoling, Connie, Vladimir, Edwin, Maria, Mike, Cynthia, Jeff P covered topic #3: Ranger Outing Announcement.

  iv. Meeting on 7/23/25 (~95min), Attendees: Connie, Guoling, followed up on topic #1 Action Item: explore Webex "Webinar" and "Meeting" interface and functions.

  v. Meeting on 8/6/25 (~30min), Attendees: Guoling, Jeff C, Jeff P, Mike, covered topic #4: SLC meeting minutes and agenda [Guoling used the ASQ 0511 Webex account to schedule and host this meeting (her 1st Webex host) - worked fine. Thanks for Connie's guidance!]

m. Programs (Ken Rapuano):

  i. Last Month's Program – How did we do?

      1. June- Fort Ward Museum & Historic Site: Ranger Outing Event

  ii. Future Programs:

      1. August- Using AI for document control - Jackie Wolfe

2. September - WQC report – Maria
3. October - Ranger outing (**SLC hybrid meeting at Oakton Library**)
4. November - Regular meeting - Path to quality (**hybrid meeting**)
5. December - Holiday social possibly (year in review)- free meal and presentation- revise the budget to enable (arrangements) – Survey underway

n. Strategy (Vladimir Nesterovich):
o. Voice of the Customer (Mike Beckner): See attachment 5
p. Webmaster (Jeff Parnes):
    i. Folder for collection of ranger outing photos
       https://drive.google.com/drive/folders/14gJ99RATlpsTHguOYr9l1j50T064n8pp
q. Welcome (Sara McAlpine):

6. Open Action Items:
    a. DBA: Need revised RU summary
    b. 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 –Process Improvement topics progress submitted by Guoling Chen

:
7/17/25 (~30min) PI Meeting for PI topic #1 & #2: ASQ 0511 Webinar and Meeting Registration, RU Issuance
Attendees: Guoling, Ken
Guoling briefly touched base with Ken about his thoughts on potentially learning from other technical divisions' practice and using Webex's function more, to automate some of the current progress, and make it easier for attendees.
Ken seemed to be in agreement with the concept but would like to also find out other SLC members' opinions on 7/21's meeting (which Ken is OOO and could not join).
No minutes taken.

7/21/25 (~90min) PI Meeting for PI topic #1 & #2: ASQ 0511 Webinar and Meeting Registration (&/or Announcement), RU Issuance
Attendees: Guoling, Vladimir, Connie, Cyndi, Edwin, Mike
Guoling proposed and discussed potentially utilizing more Webex features, learning from other technical division's practice, aiming to increase attendance by making it easier to find and join the meeting (in calendar), Improve RU issuance consistency, accuracy, efficiency, timeliness and sustainability.
Cyndi showed the current RU database interface.
Team expressed concerns that "registration" may reduce attendance.
Mixed feeling towards using the ASQ 0511 website v.s. using Webex for announcements and RU tracking.
Currently the team does not have enough familiarity with the Webex tool and would need more information to facilitate further discussions.
Action item: Connie and Guoling to explore Webex interface and functions. Guoling to schedule additional learning sessions with the technical divisions as needed.
Thank Mike who took minutes, incorporated images from Guoling for interface visualization, and distributed it by email.

7/22/25 (~80min) PI Meeting for PI Topic #3: Ranger Outing Announcement.
Attendees: Guoling, Connie, Vladimir, Edwin, Maria, Mike, Cynthia, Jeff P
Guoling recapped RO registration email being on its own, and title + content standardization ("Key Table" - "table 3" in the meeting minutes). Showed an RO process timeline table draft
Edwin showed a job aid/ work instruction draft, which also contains a similar timeline table.
Team discussed heavily on: "milestone" action items, timelines and responsibilities.
Some questions we did not have time to discuss and were noted in the minutes.
Action item: Vladimir and Edwin to review and finalize the "steps" in the RO process.
Thank Maria who took minutes and distributed it by email.

7/23/25 (~95min) Follow up on PI topic #1 Action Item: explore Webex "Webinar" and "Meeting" interface and functions.
Attendees: Connie, Guoling
Key take-away:
If the invite is sent directly from Webex "Meeting" or "Webinar" scheduling interface, invitees have the option to respond "Yes" / "No" and add it to their calendar - which solves one of the question in the PI meeting on 7/21.
"Webinar" has more robust options than "Meeting", such as separating "Attendee" and "Panelist" groups.

Both "Webinar" and "Meeting" can require registration but are optional. Based on the 7/21 discussion, we would not choose this option. So we can use "Webinar" if we would like - Connie said she only used "Meeting" so far.

Connie shared the ASQ 0511 log-in with Guoling for her to explore further when time permits.
Guoling took some screenshots of the interface and some brief notes. No formal meeting minutes were taken.

8/6/25 (~30min) PI Topic #4: SLC Meeting Minutes and Agenda
[Guoling used the ASQ 0511 Webex account to schedule and host this meeting (her 1st Webex host) - worked fine. Thanks for Connie's guidance!]
Attendees: Guoling, Jeff C, Jeff P, Mike
Team agreed on these change proposals, to improve Turnaround time, and to promote action item follow up:
For SLC Meeting: Action items should be recapped in the end, and be included in the 1st draft of the minutes.
Secretary to send out the meeting minutes 1st draft within 1 week after the meeting.
SLC members review, feedback within 4 days.
Secretary resolves feedback within 3 days – sends the final draft to SLC 2 weeks after the meeting.
1 week prior to the next meeting, Chair to call for inputs from committee chairs for agenda.
Chair circulates the agenda 2 days before the next meeting.

Guoling took minutes, incorporated Mike's notes, and distributed it by email.

These are my updates.
P.S. I would like to express my appreciation to those who took the time to fill out my Doodle polls and/or attended the meetings, providing comments, taking minutes, working on action items and following up with me. If you could thank the team for me that'll be great!

Thank you so much!

Best,

Guoling

Attachment 2 - Treasurer's Report submitted by Connie Brodie

ASQ Board Decision on Member Unit Funding for Q2 and Q3
ASQ Board of Directors, in support of ASQ's long-term mission and fiscal sustainability, made the strategic decision to pause allocations to all member units for the second and third quarters of this year. The decision is reflective of our continued commitment to being responsible financial stewards.

This follows a thorough review of the financial position and reserves of both the Geographic Communities Council and Technical Communities Council, which confirmed that additional funding is not needed at this time. This marks the third consecutive quarter we have taken this proactive step to help ensure ASQ's strength and future impact.
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Current Operating Fund Balance: $1,644.35
Current Investment Fund Balance: $12,438.13
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Of the **$1,644.35** in our Operating Funds account, $729 is what is left of what we allocated for ROs. That leaves us with approximately $915. We allocated $250 for additional equipment. We allocated $400 for food at 2 in-person meetings. I have received invoice for 1 in-person meeting, but not the last in person meeting. The balance covers the $10 food stipend we give/refund for RO Networking lunch.
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Process to Withdraw Funds from Investment Account:
Once the section has determined the withdrawal amount, you will need to obtain approval from your Region Director, Natasha. After her approval, Component Relations will send a withdrawal form via Adobe Sign. The form must be signed in the following order: Section Chair, Treasurer, Region Director, and finally, ASQ Finance.
Please keep in mind that ASQ Investment/Withdrawal transactions will be processed **once per quarter**. Forms must be completed (including all signatures above via Adobe Sign) by:
• 	Q1 – March 15th for processing the last week of March/first week of April.
• 	Q2 – June 15th for processing the last week of June/first week of July.
• 	**Q3 – September 15th for processing the last week of September/first week of October.**
• 	Q4 – December 15th for processing the first week of January.

Attachment 3– Membership Report submitted by Leslie Braun

Member Status	Count	Member Type	Member status count
Continuous	**173**	Professional	133
		Senior	35
		Student	5
Proforma	**77**	Professional	46
		Senior	28
		Student	3
Renew	**42**	Professional	19
		Senior	22
		Student	1
New	**8**	Professional	8
		Senior	0
		Student	0
Total Members July 2025	**300**		

In July we lost 2 senior and 1 student and gained 9 professional memberships

Since January 2024: lost 36 full memberships and 12 seniors and gained 3 students= 45 total

Since April 2023: lost 23 Seniors and 99 full memberships and gained 1 students= 121 total

Attachment 4 – Section Maintenance, Officer Elections And Committee Chair Positions

The Section Maintenance Procedure describes the general requirements for operating an existing Section and maintaining it in good standing. It covers general governance, leadership requirements, election of officers, reporting requirements, and required meetings and activities. Among other details, it includes:

- Individuals cannot hold more than one elected position.
- Individuals must hold a professional membership or higher to hold a leadership position with a section.
- Sections are required to hold a call for nominations for elected positions each year.
- Sections are required to hold at least four professional development events each year.
- Sections are required to send a minimum of one communication to members per quarter.
- Sections are required to report their leadership team to HQ.
- Sections are required to create an annual business plan that aligns with the society's strategic plan.

Required positions:

- The required positions for sections to remain in good standing are chair, secretary, treasurer, membership chair, and nominating committee chair.
- The chair, secretary, and treasurer are elected positions while the membership chair and nominating committee chair are appointed An individual member can hold multiple appointed positions.

Attachment 5 – VOC committee submitted by Mike Beckner

1) Polls (current, future):
   i) July 2025 RO – Closed 8/8/2025, 11:59pm (73% response)
   ii) August 2025 (attendees) – No
   iii) Start doing periodic polls (no more than once/month) – Aimed at:
      (1) Greater participation (SLC, Meetings, ROs)
      (2) Ways to get RUs
      (3) Chair Recommendations
   iv) December Meeting Poll?
2) VoC Presentations:
   a) August 2025 – Results of the July RO-related polls, in Section Business
   b) Future – If poll conducted
3) Work Item Log Items:
   a) Who should be compiling these?
   b) How to Report?
   c) Action Items for SLC meetings?
4) Incident/InfoGain Log Items:
   a) Who should be compiling these?
   b) How to Report?
   c) Action Items for SLC meetings?
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) Action Items with Work Items and Incidents/InfoGains identified through polls/experience