

For	ASQ Section 0511 Section Leadership Committee Meeting Agenda				
Location	WebEx				
Date	10 Septembert 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	
Vacant	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	
Vacant	Voice of the Customer	VOC25@asq0511.org	
Sara McAlpine	Welcome	Welcome25@asq0511.org	

Guests	Position	Email	Present?

1. Quorum call
2. Approval of [draft August 2025 SLC Meeting Minutes](http://www.asq0511.org/Minutes/minutes202508draft.pdf)
(<http://www.asq0511.org/Minutes/minutes202508draft.pdf>)
3. SLC assignments and vacancies review
 - a. Vacancies: Audit, Historian, Placements and Voice of the Customer
4. Officers Report
 - a. Chair (Jeff Parnes)
 - i. Folder for collection of agenda/slide deck inputs
<https://drive.google.com/drive/folders/1NpycJJuRKxmpzvV6csIZzL2KDOQD2hsB>
 - ii. The December Meeting poll results:
 - With over dozen responses received, the trend was clear. Those section members who were active in the aughts or before voted for an in person social meeting followed by a RU-generating presentation. Those who became active in the section in the subsequent decades voted for an online meeting. They were in the majority and so our December meeting will be a year-end review of the chapter activities and Ranger Outings.
 - iii. Approval of: Business Plan and Budget. (see Attachment 1 – Section 0511 Business Plan and Budget 2026)
 1. The SLC met as a committee of the whole on 23 August to generate a first draft. Connie consolidated comments and posted for review
 2. Comments were received and Connie posted second copy.
https://my.asq.org/higherlogic/ws/groups/17dec664-ea2f-417b-947d-9ab0e4a0cf20/documents/asq762/document?document_id=4758
 3. There are still outstanding issues:
 - a. Maria Habib was out of country and responded late with a comment she would like to be considered / discussed prior to submission to Regional: \$250 is a very low amount for a stipend. \$500-750 up to \$1500 at max is more reasonable if available/possible. In Connie's opinion that may be more enticing as it's more money. The hotel itself is about that price for one night and in the past years it's been more. If there are budgetary restrictions then that's understood (and maybe she just needs clarification on that) but \$250 is pretty little looking into cost of the conference registration, and hotel and plus travel for a regular member.
 - b. What is the SLC Attendance Sheet and who maintains it? (line 25 on Business Plan) – Jeff P's response – The Section used to keep running attendance records in its minutes (see the January 1999 minutes (<http://www.asq0511.org/Minutes/minutes199901.pdf>))
 4. Once finalized, the Business Plan and Budget needs to be sent to our Regional director by 15 September
 5. We will than up to 30 September to resolve any comments made by our Regional director
 - iv. No responses have received to our request for officer nominations nor committee vacancies
 - b. Chair Elect (Guoling Chen) As part of recruitment efforts Guoling Che provided:

- i. ASQ 0511 — Seeking a Visionary Leader for **Chair-Elect** in 2026
 - Ready to turn your passion into a powerful purpose? Our section is seeking a dedicated and strategic individual to serve as our next Chair-Elect.
 - This volunteer position is a three-year commitment, beginning with one year as Chair-Elect, followed by a year as Chair, and a final year as Past-Chair.
 - As Chair-Elect, you will work closely with our SLC to gain critical insights and maintain our section in a successful standing.
 - We're looking for someone who is:
 - Passionate and committed
 - A team player and effective facilitator
 - What you'll gain:
 - Valuable leadership experience and mentorship
 - Unique opportunity to directly shape our section's future and make a lasting impact
 - Deeper connections with the ASQ community
 - Your leadership can make a difference! Apply today and lead the way!
- c. Treasurer (Connie Broadie)
 - i. Current balance \$1,644.35 (ASQ investment fund \$12,525.55)
 - ii. Deadline to request a withdrawal from our investment fund:
 - 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:
 - a. Q1 – March 15th for processing the last week of March/first week of April.
 - b. Q2 – June 15th for processing the last week of June/first week of July.
 - c. Q3 – September 15th for processing the last week of September/first week of October.
 - d. Q4 – December 15th for processing the first week of January.
 - iii. 2026 Draft Budget was reviewed and comments / suggestions were solicited, received and complied last week. In addition to those sent in summary,
 - Jo Collins and Leslie Braun responded that they had no additional comments and were in support of the changes requested.

- Maria Habib responded that \$250 is a very low amount for a stipend. \$500-750 up to \$1500 at max is more reasonable if available/possible. In my opinion that may be more enticing as it's more money. The hotel itself is about that price for one night and in the past years it's been more. If there are budgetary restrictions then that's understood (and maybe I just need clarification on that) but 250 is pretty little looking into cost of the conference registration, and hotel and plus travel for a regular member.

iv. See Bill Highway Chapter attachments 3 –Balance Sheet and 4 Transaction Summary

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):
 1. In September 25 gained 1 professional and lost 3 senior memberships. % decline from 8/25 = 0.7%
 2. Since January 2025 lost 18 professionals, 18 seniors and gained 2 students = 34 total. Total member \$ decline since 1/15 = % decline since 1/25 = 10.76%
 3. Since January 2024 lost 42 full memberships and 25 seniors and gained 4 students= 63 total. Total members % decline since 1/24 = 18.26%
 4. Since April 2023 lost 36 Seniors and 105 full memberships and gained 2 students= 139 total. % decline since 4/23= 33.02%
 5. Let me know if you have any questions.
 6. For more details see attachment 2, Membership Report
- j. Nominating Committee (Barbara McCullough):
 - Schedule for remainder of the year:
 1. 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.
 2. Since our October section meeting will be a Ranger Outing, we will need to hold elections for Chair-Elect, Secretary and Treasurer as part of our SLC meeting.
 3. By Halloween enter next year's leadership team in the ASQ portal.
- k. Placements (Vacant):
- l. Process Improvement (Maria Habib):
- m. Programs (Ken Rapuano):
 1. Last Month's Program – How did we do?
 - a. July - Using AI for document control - Jackie Wolfe

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2. Future Programs:

- a. September - WQC report – Maria (Online Meeting)
 - b. October - Ranger outing (**SLC hybrid meeting at Oakton Library**)
 - c. November - Regular meeting - Path to quality (**hybrid meeting**)
 - d. December – Year End in Review – Jeff (Online Meeting)
- n. Strategy (Vladimir Nesterovich):
- o. Voice of the Customer (Vacant): Attachment 5 – Resignation of our Voice of the Customer Committee Chair - Michael A. Beckner
- p. As part of recruitment efforts Michael A. Beckner provided:
- i. We're looking for passionate individuals to join the ASQ Section 0511 Voice of the Customer Committee! By volunteering, you'll play a crucial role in shaping how we gather and respond to feedback from our community, ensuring we continue to meet the needs of our members and improve the quality of our services. It's a fantastic opportunity to contribute to the future of our section and make a lasting impact.
 - ii. Not only will you gain valuable experience and expand your professional network, but you can also earn additional RUs while actively participating in the growth of Section 0511. This is a great chance to enhance your leadership skills, collaborate with like-minded professionals, and engage with the ASQ community in a meaningful way. Join us today!
- q. Webmaster (Jeff Parnes):
- i. Folder for collection of ranger outing photos
<https://drive.google.com/drive/folders/14gJ99RATlpsTHguOYr9l1j50T064n8pp>
- r. Welcome (Sara McAlpine):
- i. As part of recruitment efforts Sara McAlpine provided:
 - In July 2021, Section 0511 launched an outreach program to welcome new members and strengthen connections within our community. We personally call each new member, and as time permits, we also reach out to members who have not recently participated in Section meetings. These phone calls are often warmly received, with members expressing appreciation for the personal connection.
 - This outreach effort encourages engagement with our Section, supports new members by connecting them directly with a current member, and helps address the challenge of limited in-person interaction due to our primarily virtual meetings.
 - Volunteers on the Welcome Committee can also earn Recertification Units (RUs) toward maintaining their certifications.
 - Thank you kindly, Sara McAlpine

6. Open Action Items:

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 – Section 0511 Business Plan and Budget 2026 by Constance Broadie

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Constance Broadie has updated the comment "Summary of Suggested Changes and Questions" to the document "Section 0511 Business Plan and Budget 2026 Draft.xlsx" in the "Northern Virginia Section Leadership" group.

Changes

response added

Subject: Summary of Suggested Changes and Questions

Category: N/A

Comment

Please accept my apologies for the lateness in consolidating the recommended changes and getting them out to you. Also, the length of this summary.

Please review!! If you are apposed to any of the suggested changes, respond by this Saturday (9/6/25), specifying what you are apposed to. Your lack of response will be a sign that you have no objections and approve the business plan and budget with all proposed changes.

Anyone that can chime in on the two questions on lines 12 and 25, please do.

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Leslie Braun submitted spelling changes for the **Business Plan**. Those changes have been made. She had no suggested changes to the proposed **budget**.

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Mike Beckner made the following suggested changes to the proposed **budget**.

The proposed changes would add an additional \$1100 to the proposed budget spend. We would need to transfer funds from our investment account to cover this. The current balance in our investment account is \$12,525.55.

The WCQI Conference is 5/17-5/20/2026, so all funds can go in the 3rd quarter unless we are giving a stipend for other ASQ Conferences (Women in Quality for example). I would suggest up to 5 stipends of \$200 each to entice engagement from the Section. If we have less than 5 registered, then the max would be \$250 for those that go, with the understanding they present at a Section meeting.

Connie suggests 4 @ \$250, with same terms – must present on the attended conference and no double dipping, one stipend per person per conference.

Suggest Equipment purchases of \$500 all Q1, then moved to subsequent quarters if not used. This increases the current proposed budget spend by \$100.

Connie agrees the additional \$100 is reasonable. We need to maintain equipment to host hybrid meetings.

Suggest \$500 for first 3 quarter meetings for meals and \$1000 for Q4 for a social event if voted on.

All committee chairs should be aware of what they are on the hook for with the **business plan**.

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Guoling Chen had no changes to the proposed budget however provided suggested changes and questions regarding the **business plan**.

Question line 12 - Can we commit to a '**two-month**' lead time in recruiting additional assistance (at least one dedicated volunteer) for streaming support?

Update line 16 – Key Action: Provide stipends to members to attend WCQI and other conferences. **Suggest changing** Metric and Target from 2 to 1 to 2 conference attendees to be provided stipends.

Update line 24 – Key Action: Conduct a minimum of 4 Section Leadership Committee (SLC) meetings a year. **Suggest changing** Action Plan and Key Dates to reflect quarterly **SLC** meetings as a 'minimum requirement' of quarterly.

Update line 25 – Key Action: Participate in at least one of GCC's Member Leader meetings or trainings, once a year. This currently states the Chair participate in Regional calls when able and shares invitation to other elected officers. This should not be limited to Chair. **Suggest changing** to 'Each SLC member attend at least 1 GCC meeting or training'; and the Owner be changed from Section Chair to SLC members. The Metric mentions the **SLC Attendance Sheet. What is this referring to and who maintains it? Suggest changing** the Target to 1 documented meeting or training per SLC member.

Update line 27 – Key Action: Deliver member value by conducting a minimum of 4 member events per year. **Suggest changing** Action Plans from "Continue to hold monthly meetings with programs or Ranger Outings (facility visits with a guide dedicated to the ASQ Section)" to "At Least 1 Webinar or Ranger Outing or other event, per Quarter". **Suggest changing** Owner (or Role) from Section Chair to Programs Chair, Arrangements Chair. **Suggest changing** Key Dates from 12/15/2026 to quarterly -by 03/31/2026; 06/30/2026; 09/30/2026; 12/31/2026. **Suggest changing** Targets from 12 events (1/month) to at least 1 event per quarter. The "more than minimum" target is already described in 9N.

Update line 28 – Key Action: Submit officers list on or before Oct 31st, using Committee Manager and after having conducted the elections. **Suggest changing** Owner (or Role) from Program Chair to Chair, Nomination Chair, Secretary.

Update line 29 – Key Action: Prepare and submit yearly business plan and budget to RD for approval. **Suggest changing** Owner (or Role) from Nomination Chair to Section Chair, Strategic Chair, Treasurer. **Suggest changing** Key Dates from 9/1/2026 to 9/15/2026.

Update line 30 – Key Action: Submit ASQ Community Annual Report in Q1. **Suggest changing** Action Plan from "Chair set reminder NLT Jan 15, 2026." to "FEB 15, 2026." **Suggest changing** Owner (or Role) to add Secretary, Strategic Chair along with the Section Chair. **Suggest changing** Key Dates from 1/31/2026 to 3/31/2026.

### Proposal

No proposal provided.

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### Response

Submitted by: Constance Broadie

Created date: 2025-09-08 15:39:03 America/Chicago

Jo Collins and Leslie Braun responded that they had no additional comments and were in support of the changes requested.

The Business Plan and Budget have been updated to reflect suggested changes and will be voted on during Wednesday's SLC meeting for submission to Regional. Rev 2 will be uploaded to replace Rev 1.

Maria Habib was out of country and responded late with a comment she would like to be considered / discussed prior to submission to Regional: \$250 is a very low amount for a stipend. \$500-750 up to \$1500 at max is more reasonable if available/possible. In my opinion that may be more enticing as it's more money. The hotel itself is about that price for one night and in the past years it's been more. If there are budgetary restrictions then that's understood (and maybe I just need clarification on that) but 250 is pretty little looking into cost of the conference registration, and hotel and plus travel for a regular member.

We still have a couple of unanswered questions. What is the SLC Attendance Sheet and who maintains it? (line 25 on Business Plan)

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**Comment Number:** #00032

**Submitter:** Constance Broadie

**Date submitted:** 2025-09-04 17:46:58

**Status:** New

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**Attachment 2 – Membership Report submitted by Leslie Braun**

| <b>Member Status</b>                        | <b>Count</b> | <b>MemberType</b> | <b>Member status count</b> |
|---------------------------------------------|--------------|-------------------|----------------------------|
| Continuous                                  | <b>213</b>   | Professional      | 139                        |
|                                             |              | Senior            | 67                         |
|                                             |              | Student           | 7                          |
| Proforma                                    | <b>48</b>    | Professional      | 45                         |
|                                             |              | Senior            | 1                          |
|                                             |              | Student           | 2                          |
| Renew                                       | <b>15</b>    | Professional      | 10                         |
|                                             |              | Senior            | 4                          |
|                                             |              | Student           | 1                          |
| New                                         | <b>6</b>     | Professional      | 6                          |
|                                             |              | Senior            | 0                          |
|                                             |              | Student           | 0                          |
| <b>Total Members<br/>September<br/>2025</b> | <b>282</b>   |                   |                            |

In September 25 gained 1 professional and lost 3 senior memberships. % decline from 8/25 = 0.7%

Since January 2024: lost 42 full memberships and 25 seniors and gained 4 students= 63 total.  
Total members % decline since 1/24 = 18.26%

Since April 2023: lost 36 Seniors and 105 full memberships and gained 2 students= 139 total.  
Total members % decline since 4/23= 33.02%

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**Attachment 3 – Bill Highway Chapter Balance Sheet**



**Balance Sheet**

**Group:** Northern Virginia Section      **Fiscal Year:** Calendar Year 2025      **Month:** September

| Category #                                 | Category Description  | Beginning Balance  | Year-To-Date       | Ending Balance     |
|--------------------------------------------|-----------------------|--------------------|--------------------|--------------------|
| <b>Assets</b>                              |                       |                    |                    |                    |
| 1010                                       | Cash - Operating Fund | \$1,564.64         | \$79.71            | \$1,644.35         |
| 1040                                       | Prepaid Card Funds    | \$0.00             | \$0.00             | \$0.00             |
| 1070                                       | ASQ Fixed Income Fund | \$14,142.98        | -\$1,617.43        | \$12,525.55        |
| <b>Assets</b>                              |                       | <b>\$15,707.62</b> | <b>-\$1,537.72</b> | <b>\$14,169.90</b> |
| <b>Fund Balance</b>                        |                       |                    |                    |                    |
| 3000                                       | Fund Balance          | \$15,707.62        | \$0.00             | \$15,707.62        |
| <b>Fund Balance</b>                        |                       | <b>\$15,707.62</b> | <b>\$0.00</b>      | <b>\$15,707.62</b> |
|                                            |                       |                    |                    |                    |
|                                            | YTD Income            | \$0.00             | -\$1,537.72        | -\$1,537.72        |
| <b>Total Liabilities and Owners Equity</b> |                       | <b>\$15,707.62</b> | <b>-\$1,537.72</b> | <b>\$14,169.90</b> |

**Attachment 4 – Bill Highway Chapter Transaction Summary**



**Year:** Calendar Year 2025  
**Account:** Operating Fund Account

**Period:**

**Balance Summary**

|                 | <b>Begin Balance</b> | <b>Selected Range</b> | <b>End Balance</b> |
|-----------------|----------------------|-----------------------|--------------------|
| Available Funds | \$1,644.35           | \$0.00                | \$1,644.35         |

**Transaction Summary**

| <b>Transaction Type</b>          | <b>Begin Balance</b> | <b>Selected Range</b> | <b>End Balance</b> |
|----------------------------------|----------------------|-----------------------|--------------------|
| <i>Fiscal Year Begin Balance</i> | \$1,564.64           |                       | \$1,564.64         |

**Category**

|                            |                |               |                |
|----------------------------|----------------|---------------|----------------|
| Deposit Refunds            | (\$775.00)     | \$0.00        | (\$775.00)     |
| Deposits                   | \$4,215.25     | \$0.00        | \$4,215.25     |
| Fees                       | (\$117.60)     | \$0.00        | (\$117.60)     |
| Member Credits             | \$0.00         | \$0.00        | \$0.00         |
| Member Payments            | \$0.00         | \$0.00        | \$0.00         |
| Member Reimbursements      | \$0.00         | \$0.00        | \$0.00         |
| Payroll                    | \$0.00         | \$0.00        | \$0.00         |
| Spend Transactions         | (\$3,242.94)   | \$0.00        | (\$3,242.94)   |
| Transfers                  | \$0.00         | \$0.00        | \$0.00         |
| <i>Year-to-Date Totals</i> | <i>\$79.71</i> | <i>\$0.00</i> | <i>\$79.71</i> |

|                        |                   |               |                   |
|------------------------|-------------------|---------------|-------------------|
| <b>Available Funds</b> | <b>\$1,644.35</b> | <b>\$0.00</b> | <b>\$1,644.35</b> |
|------------------------|-------------------|---------------|-------------------|

**Transaction Details**

**Attachment 5 – Resignation of our Voice of the Customer Committee Chair - Michael A. Beckner**

Dear ASQ Section 0511 Leadership,

It is with mixed emotions that I submit my resignation from the roles of **Voice of the Customer Chair and Vice-Treasurer**, effective immediately. While I have truly valued this opportunity, I find that I am no longer able to give the roles the attention they deserve.

There are several reasons behind this difficult decision, including:

- My organization has adopted SAFe Agile, and I have been designated as a Scrum Master. I am still adjusting to a new role and team.
- Leadership changes six times in the past two years have created uncertainties about future roles and direction.
- Several colleagues have taken extended leave or deferred their roles, which has placed a heavier workload on those who remain.
- I set clear goals as VOC, but have only been able to tread water so far, and the coming months will be even more challenging.
- I never wanted to lead without giving 100%, but I feel I am currently unable to do so.
- I want to attend as many Ranger Outings as possible, but doing so has meant missing important family events. This is my daughter's final year in school, and I do not want to miss any more milestones.

I would like to sincerely thank Section Leadership for welcoming someone from outside the geographic realm of the Section. I have greatly appreciated the opportunity to network with you all. In particular, I want to thank Vladimir for the time he spent training me on polling initiatives and Connie for her generous support in helping me navigate Qualtrics and learn the treasurer role.

I believe the Section is in good hands with Guoling as the next Chair, with Edwin continuing to lead Ranger Outings; and with other Section Leaders who bring experience and/or enthusiasm to their roles.

I plan to continue to be an ASQ member and attend meetings and events as I am able. As my commitments decrease over the coming year, I hope to take on a more active role with the Section again, so please don't write me off entirely just yet.

Best regards,

Michael A. Beckner