Title	ASQ Section 0511 November 2026 Section Leadership Committee Meeting Agenda				
Meeting Date (Monthly, 2nd Wed.)	11 NOV 2026	**Time**	18:00 to 19:00	**RU value**	0.1
Location	Webex				

Agenda Prepared by, Date	Guoling Chen, 09 NOV 2026	**Minutes Taken by**	
Webex Host ("Northern Virginia 0511")		**Facilitator**	Guoling Chen

1. Attendance

1.1 Positions in BOLD: positions required for Section standing by ASQ Section Requirements.

1.2 "Attended?" column: **W**: Webex; **P**: In-Person; **N**: No.

1.3 Elected Officers (two present required for quorum): (***Note**: per CR 10/14/26 email: "Immediate Past Chair is not one of the section's elected officer positions. The elected positions include Chair, Secretary, and Treasurer."

Position	Email	Name	Attended?
Chair	Chair26@asq0511.org	Guoling Chen	
Secretary	Secretary26@asq0511.org	Jeff Cadel	
Treasurer	Treasurer26@asq0511.org	Muzaffar Zaffar	

1.4 In the SLC (total 15 members), subtracting the minimum 2 attended-elected-officers **(even if more than 2 elected officers attended, ONLY subtract 2)**, an additional 25 percent (i.e. three SLC members), present required for quorum, cannot be counted twice. I.e. Even if more than 2 elected officers are present, only 2 of them count toward the elected-officer requirement, and the 2 that were counted as "elected" cannot also be counted again among the 3 "additional" members.

Position	Email	Name	Attended?
Arrangements Chair and Ranger Outing Lead	Arrangements26@asq0511.org	Edwin Videla	
Compliance Chair	Compliance26@asq0511.org	Jo Collins	
Database Administrator (RU for 2025 & prior)	DBA26@asq0511.org	Connie Broadie	
Digital Systems Implementation Chair (Memberplanet; myASQ; RU for 2026)	DBA26@asq0511.org	Jade Wang	
Recertification Chair	Recertification26@asq0511.org	Muzaffar Zaffar	
Immediate Past Chair	PastChair26@asq0511.org	Jeff Parnes	
Electronic Media Chair	EMedia26@asq0511.org		
Vice Treasurer	ViceTreasurer26@asq0511.org		
Videography Chair	Videography26@0511.org		
Webmaster	Webmaster26@asq0511.org		
Membership Chair	Membership26@asq0511.org	Leslie Braun	
Finance Chair	Finance26@asq0511.org		
Nominations Chair	Nominations26@asq0511.org	Barbara McCullough	
Process Improvement Chair	ProcessImprovement26@asq0511.org	Maria Habib	
Programs Chair	Programs26@asq0511.org	Ken Rapuano	
Strategy Chair	Strategy26@asq0511.org	Vladimir Nesterovich	
Vice Secretary	ViceSecretary26@asq0511.org	Yurlady Chaverra	
Education Chair	Education26@asq0511.org	[Vacant]	NA
Welcome/Member Engagement Chair	Welcome26@asq0511.org	[Vacant]	NA
Audit Chair	Audit26@asq0511.org	[Vacant]	NA
Historian	Historian26@asq0511.org	[Vacant]	NA
Placements Chair	Placements26@asq0511.org	[Vacant]	NA
Voice of the Customer Chair	VOC26@asq0511.org	[Vacant]	NA
Vice Chair	ViceChair26@asq0511.org	[Vacant]	NA

1.5 Guest

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Title	ASQ Section 0511 November 2026 Section Leadership Committee Meeting Agenda					
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Position	Email	Name	Attended?
Section Member / Guest	Personal E-mail		

1.6 Quorum call (both requirements should be met to proceed)

Officer Type	Requirement for Quorum	Number Attended	Quorum was Met? (Yes/No)	Next step (Proceed or Reschedule Meeting)
Total (14)	See below			
Elected	≥ 2			
"Additional" (besides the 2 minimum elected)	≥ 3 [25% x (Total (14) – minimum (2)]	(Total attended **-2**)		

2. Approval of Previous Month's SLC Meeting Minutes

Title	ASQ 0511 **AUG** 2026 Section Leadership Committee Meeting Minutes					
Meeting Date	12 AUG 2026		Minutes Taken by	Jeff Cadel		
Initial Draft Date	04 SEP 2026	Feedback from	09/09: GC provided comments in myASQ. 10/08: GC noticed that the comments submitted on 09/09 had not been addressed and informed JC. As JC was out of office and unable to make further edits, GC requested that YCH revise the draft and incorporate the outstanding comments. 10/08: YCH completed the revisions and incorporated the submitted comments. 10/12-10/13: GC conducted a follow-up review and made additional edits and recommendations. 10/13: YCH incorporated the final edits. 10/14: YCH posted the revised draft in myASQ for SLC members' review and approval. [Unable to approve on 10/14 due to Quorum not met]	Most Recent Draft Date	09/21/26 (Jeff C), 10/13/26 (YCH)
Minutes Approved? (Yes / No, explain)						
Action Item (choose one)	☐ **Approved:** Clean up, change watermark from "Draft" to "Approved", add approval date in the footer, upload the approved minutes PDF into **myASQ "Northern Virginia Section Leadership**"> "**Library**" > "**2026 SLC Minutes Approved PDF**" folder: assigned to __**[Action Item A_____]** ☐ **NOT approved**: Secretary or designee __ to follow up with reviewers for updated minutes. Upload the updated draft into **myASQ "Northern Virginia Section Leadership**" > "**Workspace**" > "**Year 2026**" folder. Due date ___. To be approved in the next SLC meeting.					

Title	ASQ 0511 **SEP** 2026 Section Leadership Committee Meeting Minutes					
Meeting Date	09 SEP 2026		Minutes Taken by	Jeff Cadel (1st draft) updated by Yurlady		
Initial Draft Date	17 SEP 2026	Feedback from	10/07: GC conducted a quick review of JC's 9/17 draft, identified numerous issues, and requested YCH's assistance in addressing them. 10/08: YCH revised the draft and incorporated comments and corrections. 10/12: GC reviewed draft and submitted minor feedback through myASQ.	Most Recent Draft Date	09/17/26 (JC); 10/13/26 (YCHP)	

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Location	Webex					

			10/12-10/13: GC completed a follow-up review and provided additional edits as needed. 10/14: YCH posted the revised draft on myASQ for SLC members' review and approval. [Unable to approve on 10/14 due to Quorum not met]		
Minutes Approved? (Yes / No, explain)					
Action Item (choose one)	☐ **Approved:** Clean up, change watermark from "Draft" to "Approved", add approval date in the footer, upload the approved minutes PDF into **myASQ "Northern Virginia Section Leadership"> "Library"** > "**2026 SLC Minutes Approved**" folder: assigned to __ **[Action Item A_____]** ☐ **NOT approved**: Secretary or designee __ to follow up with reviewers for updated minutes. Upload the updated draft into **myASQ "Northern Virginia Section Leadership**" > "**Workspace**" > "**Year 2026**" folder. Due date ___. To be approved in the next SLC meeting.				

Title	ASQ 0511 **OCT** 2026 Section Leadership Committee Meeting Minutes				
Meeting Date	14 OCT 2026		Minutes Taken by	Yurlady	
Initial Draft Date	20 OCT 2026	Feedback from	10/20/26: LB; 11/3/26, GC; GC 11/10/26	Most Recent Draft Date	11/09/26 YCH
Minutes Approved? (Yes / No, explain)					
Action Item (choose one)	☐ **Approved:** Clean up, change watermark from "Draft" to "Approved", add approval date in the footer, upload the approved minutes PDF into **myASQ "Northern Virginia Section Leadership"> "Library"** > "**2026 SLC Minutes Approved**" folder: assigned to __ **[Action Item A_____]** ☐ **NOT approved**: Secretary or designee __ to follow up with reviewers for updated minutes. Upload the updated draft into **myASQ "Northern Virginia Section Leadership**" > "**Workspace**" > "**Year 2026**" folder. Due date ___. To be approved in the next SLC meeting.				

3. SLC Positions and Vacancies Review

3.1 Position Changes Since Last SLC Meeting: David Jennings resigned on 10/25/26 from the SLC. Will not serve as Chair 2027 either. Guoling informed CR on 10/27/26. Also asked Jeff P to update the asq0511.org email alias.

3.2 Nominations and Elections – Barbara Mc.

3.2.1 2027 Term mandatory positions vacant: **Chair 2027, Secretary 2027**.
Re-posted in volunteer hub. GC also contacted all current SLC members and selected section members individually; No applicant yet.

3.2.2 10/14/26 elected/appointed positions were entered into ASQ portal by GC. Outstanding key dates

- By December 31st – New section leaders should take any training assigned in ASQ.org prior to January.
- January 1, 2027 – New Officers begin their term.

from previous meeting:

3.2.3 A2607-09: Job Aid Development – Nomination & Roster Updates
- 8/3: Barbara uploaded Nominating Chair Position Guide (GCC), and "ForNominationsProcess" to "Workspace". 8/12:Uploaded "WKD_OfficerUpdateInsutrctions2025".
- 10/21: Jo reviewed and provided edits.
- Next step: GC to review by 12/9.

3.2.4 A2610-01: Recognition Certificate for SLC Members with 10 or More Years of Service (15-year look-back period).
- Owner: Barbara.
- Current status: Certificate design OK.

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- 10/9/26: Barbara sent the Word File "Committee Roles and Responsibilities 2010-2026" to Guoling.
  10/11/26: Guoling reviewed and found data missing. Concerns about the data accuracy and completeness. Asked Barbara to ask Component Relations to obtain and compare their records.

- 2026 Term vacant positions: see section 1.4 "Vacant".

3.2.5 Action Item A2604-03 (from April 8) – Post Open SLC Positions on myASQ Volunteer Hub.
- Original owner: Barbara. Current owner: Maria.
- As of 11/9: none posted yet. MH to post by 11/30?

3.2.6 Action Item A2606-03 (from June 10) - Review Welcome /Member Engagement Chair Roles & Develop Position Guide
- Current owner: unassigned
- Status as of 11/9: No progress. GC found excerpt from the "Membership Chair" position guide: "Develop, implement, and maintain MU welcome program introducing new members to benefits, programs and services." Suggest 2026 & 2027 Membership Chairs to draft this?

4. Elected Officers and Committee Report

4.1 Chair – Guoling Chen

4.1.1 Components Relations (CR) / HQ / Regional Updates

2026 BPB Final Updated and Submitted on 11/1/26, based on RD's feedback for the 9/30 submission, to provide more facts/supporting evidence (Screenshare)

A2610-02: **2027 BPB "Final Draft" submitted: [Screenshare]**

- 10/10/26: 2027 BPB ad-hoc SLC meeting. Attendees: Guoling, Edwin, Jade, Jo, Vladimir, and Maria.
- 10/18/26: 2027 Program Dates, Formats, Budgets meeting. Attendees Guoling, David, Jeff P, Vladimir.
- 11/5/26 meeting: 2023 to 2026 RO Revenue and Expense Excel: Muzaffar & Guoling.
- 11/10/26 00:11AM, GC submitted to RD. AI closed.

4.1.2 myASQ Usage Promotion (Business Plan Deliverable)

4.1.2.1 Ongoing (2/11):

- All SLC members should continue uploading and commenting on Section documents in the myASQ SLC Workspace.
- Discussion tab: As of 11/9/26, there are 55 discussion in the 0511 community, very few had replies. On 10/12/2026, Guoling received communication from ASQ recommending that each discussion thread have at least one reply.10/14 Guoling requested that each SLC member log in to myASQ and respond to at least one discussion thread posted in 2026. As of 11/9, 12 threads from 2026, only 3 threads have replies.

4.1.3 **A2603-02** – myASQ Action Item Creation and maintenance in myASQ (On-going)

- As of 11/10/26, 68 action items have been posted by Yurlady and Guoling.
- 42 items closed; 26 items remain "open".
- All SLC members should log in to myASQ at least once per month and update the status of any action items for which they are responsible.

4.1.4 SLC Responsibility Clarification and Alignment; IT Access Update (On-going)

Position Guide Review and Updates:

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- SLC members continue reviewing and updating position guides available through the myASQ links.
- In Oct, Guoling requested that Jeff P. develop position guides for the Videography Chair, Webmaster, and eMedia Chair roles. Requested Vladimir to draft position guide for Strategy Chair. GC sent the position position guide template to both.

IT Tools and Platform Access: DJ's myASQ SLC community access removed by GC.

4.2 Vice Chair - Vacant

4.2.1 Action Item A2605-02: working with Ken, Vladimir, and Jeff P. to update the Bylaws sections related to quorum requirements and elected officer definitions. Reassign to?

4.3 Secretary (Jeff C) and Vice Secretary (Yurlady Ch):

4.3.1 Action Item A2606-08 (Yurlady): Task: Verify whether January–May 2026 SLC Monthly Meeting Minutes were approved and uploaded to myASQ;

- 9/9/26 SLC: Missing April SLC minutes (Larry A2605-03) – reassign to GC. GC completed on 11/9. A2605-03 closed. Therefore A2606-08 also closed.

4.3.2 A2607-02: For Jeff C:

- Create a 2026 Minutes folder in the myASQ "Northern Virginia Section Leadership" Library and migrate all approved minutes (PDF format) up to June 2026 into that folder.
- 11/9: GC found out Jan -Jun2026 minutes PDFs were in "Northern Virginia Section" (Not the "Leadership") community. GC deleted them from the 0511 general member community, uploaded them to the 0511 "Leadership" community, Action item closed.

4.3.3 A2610-04: Jeff C. to upload all approved 2025 SLC meeting minutes (clean PDFs) to myASQ." Northern Virginia Section Leadership" community > 'Library" > "2025 SLC Minutes Approved (PDF)" folder. Propose due date: 11/30/2026.

4.3.4 SLC Agenda/Minutes Review and TAT (PI Project): deferred due to time constraints:

a. July–December 2025: Limited progress due to key stakeholder availability.
b. January 14, 2026: SLC proposed that Guoling, Jeff C, and Maria meet in February to discuss standardization of minutes content, expectations, and timelines.
c. February 9, 2026: Guoling created the Agenda/Minutes TAT Tracker, last updated on June 9, 2026.
d. March 9, 2026 (Maria): During the February 11 SLC meeting, Maria emphasized that minutes should be summarized, avoid excessive personal details, and adhere to improved timelines.
e. April 7, 2026 (Maria): Recommended assigning a backup minute-taker when the Secretary is unavailable. Suggested revisiting the minutes process to allow more time for completion. Team to continue monitoring.
f. 4/8, 4/9, 5/13, 6/10 JC not present or unable to take minutes; Others took minutes.
g. July 6, 2026:
   - Yurlady requested a discussion on improving the agenda/minutes structure.
   - On July 8, Guoling replied with availability and recommended inviting Connie (former Secretary), Maria (PI), and Vladimir (Strategy) to participate. Next steps: YCH follow up.

4.4 Treasurer (Muzaffar Zaffar) and Vice Treasurer (Jeff P)

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4.4.1 Billhighway Balance Sheet (GC download)

billhighway™ **Balance Sheet**

Group: Northern Virginia Section **Fiscal Year:** Calendar Year 2026 **Month:** November

Category #	Category Description	Beginning Balance	Year-To-Date	Ending Balance
Assets				
1010	Cash - Operating Fund	$4,328.43	-$63.57	$4,264.86
1040	Prepaid Card Funds	$200.00	-$118.44	$81.56
1070	ASQ Fixed Income Fund	$9,178.76	$276.04	$9,454.80
Assets		**$13,707.19**	**$94.03**	**$13,801.22**
Fund Balance				
3000	Fund Balance	$13,707.19	$0.00	$13,707.19
Fund Balance		**$13,707.19**	**$0.00**	**$13,707.19**
	YTD Income	$0.00	$94.03	$94.03
Total Liabilities and Owners Equity		**$13,707.19**	**$94.03**	**$13,801.22**

1 Of 1 11/10/2026 1:11:58 AM

4.4.2 Allocation from HQ and Required Quarterly Budget Updates

- No allocations from HQ have been received in 2026.
- Per the February 16 and June 29 Pulse Calls, and the June 3 Regional email, Quarterly Budget Updates in Billhighway are mandatory.

4.4.3 Action Item A2605-07 (May 13) – Q1 Budget Review. Task: Jeff P to follow up with Muzaffar regarding the Q1 budget "cashout" recorded as $0 (incorrect), and verify the accuracy of other entries submitted by Muzaffar on April 22, 2026. **Status:** No progress reported by Jeff P or Muzaffar.

4.4.4 Action Item A2606-09 (June 10) – Q2 Budget and Expense Entry.**Task:** Muzaffar and Jeff P to enter Q2 budget and expenses, ensuring Q2 expenses are accurately reflected in Billhighway by June 30, 2026. **Status:** No update provided.

4.4.5 Action Item A2609-03: In light of the clarification provided by the Regional Director, MZ to follow up with RD or CR and evaluate or follow up A2605-07, and A2606-09 and for Q3. This will be evaluated against PEP, please complete 2026 budget entry ASAP.

4.4.6 Quarterly Processing Reminder

- ASQ Investment/Withdrawal transactions are processed once per quarter.
- Forms must be signed by the 15th of the last month in the quarter for processing during the first week of the next quarter.

4.5 Finance – Leslie B. (no updated received as of 11/9)

4.6 Arrangements – Edwin V.

4.6.1 Next RO: Feb 2027

4.6.2 A2610-05: RO SOP Package Approval – Effective 11/3/26, uploaded to myASQ. AI closed.

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4.7 Audit
Position vacant.

4.8 Compliance – Jo C. (No updates received as of 10/12)

4.8.1 Action Item A2602-02 – Compliance Log (On-going)

- current status: ?

4.8.2 Action Item A2606-04 – Leader Training Completion [2026 BPB deliverable]

- Task: Ensure all SLC members complete required leader trainings (especially data privacy training) on time.
- Status: ?

4.9 Database – Connie B. (2023-2025), Jade W. & Guoling C. (2026)

4.9.1 RU Requests (2023–2025): Connie processed RU requests on time.

4.9.2 RU Requests (2026): Jade processed RU request, on track so far.

4.9.3 RU SOP (PI Project – Improve RU Accuracy and Issuance TAT) A2607-06.

- Owner: Jade and Connie

SOP will be Two parts (due to limitation of the Web-based database):
1. Meetings/events before 12/31/2025 (Cyndi's draft; Connie to review and update).
2. Meetings/events after 1/1/2026 (WS01 drafted by Jade and Guoling)

4.10 Digital Systems Implementation – Jade W

4.10.1 ASQ0511-WI04_Memberplanet Event Creation, Report & Reimbursement_V1, docusigned by Jade, Edwin, Connie, Jo, Guoling 2026NOV09, Effective2026NOV10. Guoling uploaded to myASQ 11/9.

4.11 Education – position Vacant.

4.12 Recertification – Muzaffar Z. (no updates for Nov as of 11/9)

4.13 Electronic Media, Videography, Webmaster – Jeff P. (no updates as of 11/9)

1. Action Item A2602-11 – 2026Aliases.txt Review
   - Feb 11: Jeff P screenshared the 2026Aliases.txt file and emailed the path to SLC.
   - All SLC members requested to review and provide inputs.
   - Follow-up required.
2. Action Item A2602-12 – Email Alias QC & Validation
   - Call for volunteers to QC and validate asq0511.org email aliases.
   - Multiple SLC members (Guoling, Jo, Edwin) reported issues with board26 alias (bounced emails, non-receipt), causing delays in other action items.
3. Action Item A2606-02 – Alias Updates
   - **Task:** Jeff P to update email aliases to reflect June position changes for Sara, Leslie, Jade, and Yurlady.
   - **Additional Task:** Remove any aliases associated with individuals who are no longer SLC members.
4. Action Item A2607-08 – RO Photos
   - Jeff P to collect and compile RO photos from February and May, and send to Ken for the "RO Year in Review."
   - Programs Coordination

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- Request for advance information from Programs.

4.14 Historian
Position vacant.

4.15 Membership – Leslie B.

4.15.1 SharePoint:

In November 2026 lost 7 Professionals and gained 2 students and 1 fellowship = -4 Total. Total members % increase since 10/26 = +1.48%

Since August 2026 lost 3 Professional and gained 1 senior, 1 student and 1 fewllow memberships. = no change. Total members % decrease since 8/26 =no change

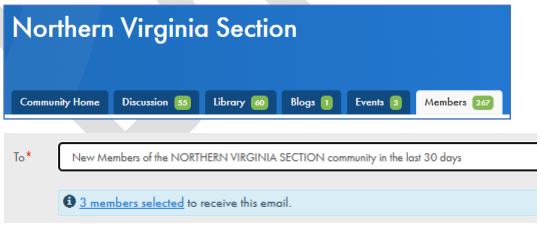
Since November 2025 lost 10 Professional, 4 Senior membership and 1 Student memberships and gained 1 fellow. = -14 total. Total members % decrease since 11/25 = -4.98%

Since November 2024 lost 36 Professional, 19 Senior and gained 3 Student and 1 fellow memberships. -51 total. Total members % decline since 11/24 = -16.04%

Member Status	Count	MemberType	Member status count
Continuous	214	Professional	142
		Senior	67
		Student	4
		Fellowship	1
Proforma	38	Professional	33
		Senior	1
		Student	4
Renew	12	Professional	9
		Senior	2
		Student	1
New	3	Professional	2
		Senior	0
		Student	1
Total Members November 2026	**267**		
As of November 4, 2026			

4.15.2 myASQ data from Guoling as of 11/9.

267 Section members, 3 new member joined within the last 30 days. Welcome email sent, including invites to attend the 11/11 meetings.



4.16 Placements

Position Vacant.

4.17 Process Improvement – Maria H.

4.17.1 PI Project Updates (See respective committee chair sections for detailed PI project status.)

4.17.2 A2602-10: upload QP Report to myASQ 0511 Library

- Owner: Maria.
- Current status: 10/13/26, Guoling sent the Jan2026 and June 2026 QP report presentation slides to Maria. These were the only two meetings during 2026 for which QP reports were presented. Maria to upload myASQ. 11/8/26: Maria sent the Sep & Oct 2026 QP report.

4.18 Programs – Ken R.

4.18.1 Upcoming programs: (GC updated 2027 programs based on 10/18/26 BPB Programs Meeting w JP, KR, VN, GC, DJ, and EV email)

- 11/11/2026: 2026 RO Year In Review
- 12/9/2026: Path to Quality with SLC 10years+ Service Recognition
- 1/13/2027: 2026 Chair's Report and 2027 Chair's Outlook
- Feb/2027: RO TBD, Edwin lead
- 3/10/2027: Jo Collin's talk (Online), Topic TBD
- 4/14/2027: Aim for Hybrid Meeting, Speaker and topic TBD
- May/2027: RO TBD, Edwin lead
- 6/9/2027: Meeting (Online) Speaker and Topic TBD
- July/2027: RO TBD, Edwin lead
- 8/11/2027: Meeting (Online) Speaker and Topic TBD
- Sep/2027: RO TBD, Edwin lead
- 10/13/2027: Aim for Hybrid Meeting, speaker TBD
- 11/10/2027: 2027 RO Year In Review (Online), Jeff P lead
- 12/8/2027: Professional Night: Path to Quality, Vladimir lead

4.18.2 Others:

- 10/10/26 Guoling connected a potential speaker (Naren), forwarded to Ken to follow up
- Action Item A2605-16: Jeff P proposed organizing a hybrid meeting in 2026; to coordinate with Ken on feasibility and scheduling.
  - Jeff P./Ken updates pending.
  - Library reservation requires 2 months advance notice.

Commented [GC1]: Can this one be cancelled b/c there's no chance to do so in 2026?

4.19 Strategy – Vladimir N.

4.19.1 A2605-01 – RCA for Record-High Attendance (April 8 Meeting 36 attendees)

- Owner: Vladimir.
- Current status: Leslie and Guoling completed their edits on 6/13. Vladimir to enter analysis and present.

4.19.2 A2610-03: Apply Q4 Best Practice Award using the RO Program by12/31/26.

- Owner: Vladimir.
- Current status: pending 1st draft from Vladimir. Project team: Vladimir, Guoling, and Jo.

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4.20 Voice of the Customer:
Position vacant.

4.21 Welcome / Member Engagement
Position vacant.

5. Roundtable / Miscellaneous
5.1 __

6. Action Items – migrated to myASQ Workspace starting from 7/8/26.
All SLC members should continue updating items directly in the myASQ Workspace.

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