

For	ASQ Section 0511 Section Leadership Committee Meeting Agenda				
Location	Hybrid: WebEx and Dolly Madison Library, McLean, VA				
Date	14 May 2025	Time	6:00 – 8:00 pm	Duration	2 hour

1. Section Leadership Committee Attendance

- Positions in **BOLD** indicate positions required for Section standing by ASQ Section Requirements
- X indicates the person attended (* indicates attendance by phone or electronic media)
- 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	

- Appointed Leadership (*an additional 25 percent [three] Appointed Officers present required for quorum*):

Officer	Position	Present?
Edwin Videla	Arrangements/Ranger Outing Chair	
Vacant	Audit	
Jo Collins	Compliance Officer/Vice Secretary	
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/Vice Treasurer	
Sara McAlpine	Welcome	

Guests	Position	Present?

ASQ Section 0511-Northern Virginia
SLC Meeting Agenda
14 May 2025

1. Quorum call
2. Approval of [draft April 2025 SLC Meeting Minutes](#)
3. SLC assignments and vacancies review
 - a. Vacancies: Audit, Historian, and Placements
4. Treasurer Report
 - a. Balance XXXXX (ASQ investment fund XXXX)
 - b. Budget
5. Membership Report
 - a. Total Members May 2025 xxx
6. Future Programs:
 - a. May –
 - i. [Ranger Outing Saturday, 17 May 2025 George Washington's Distillery and Gristmill: Ranger Outing Event](#)
 - ii. SLC meeting
 1. In person (Dolly Madison Library and online,
 2. Hybrid meeting dry run
 3. Extended time frame (2 hours if agreeable)
 - b. June- Document control- Tara Garrett, ColumbiaSoft Corporation
 - c. July – Ranger outing
 - d. August- Using AI for document control - Jackie Wolfe
 - e. September- WQC report - Maria
 - f. October- Ranger outing
 - g. November- Regular meeting- Path to quality
 - h. December- Holiday social possibly (year in review)- free meal and presentation- revise the budget to enable (arrangements) - Guoling, Edwin, Jeff P
 - i. Which of the above meetings could be a Hybrid meeting?
7. Committee Reports:
 - a. 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.
 - b. Programs Committee:
 - i. Received offer to be speaker from Susan O. Schall, see attachment 1
 - c. Strategy Committee submitted by Vladimir Nesterovic, see attachment 2
 - d. Voice of the Customer committee submitted by Mike Beckner, see attachment 3
 - e. Webmaster: Received request from speaker from last decade to remove his presentation from our website. Had previously received request to remove video of the meeting.

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8. Open Action Items: None (yay!)

9. Additional items:

- a. Where are we going?
- b. Where do we want to go?
- c. Where do we need to go?

10. Gripes and Appreciations

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

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Attachment 1 – Programs Committee

Section 511 Programs Chair,

I'd be interested in giving a talk to the section virtually See the attached one-page description of recent presentations

- Building a Manufacturing Ecosystem –US-India Partnership on Higher Education meeting, May 6, 2025
- Boiled Frog or Adaptive Leader – University of Alabama 2023 Research & Development Retreat, October 2023
- The Essential Leader- 2022 IISE Annual Conference, May 2022
- Skills for New World of Work – Penn State University Graduate Student Career Development Keynote, October 2020.

Or other organizational health topics such as:

- Team Trifecta – Sherman Trust, Front Royal UMC, August 2024
- What Does Trust Have to do with Leadership? Liberty University Engineering Seminar, September 2024
- Engaging Employees Through Clarity – Shenandoah University Business Symposium, March 2023.

My contact information is below.

Susan

Susan O. Schall, PhD
540-636-1418
susan@execute2compete.com

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Attachment 2 –Strategy Committee submitted by Vladimir Nesterovich

- 1) Principles:
 - a) Working with willing volunteers
 - b) Addressing areas with most impact on current
 - c) Not addressing other areas even if priority
 - d) Other (will announce later)
- 2) Initiatives:
 - a) Polling Initiative - current - Michael
 - b) Programs Initiative - upcoming – Ken
 - c) Other (will announce later)
- 3) Help Needed
 - a) Vladimir plays roles:
 - i) Strategy Chair
 - ii) Chief Architect
 - b) Help needed for roles:
 - i) Chief Technology Officer (CTO) – technologies relevant to the Section
 - ii) Chief Information Officer (CIO) – data as used and in technologies
 - iii) Other (will announce later)
 - c) Constraints: Need to understand, ability to communicate, long term

Attachment 3 – VOC committee submitted by Mike Beckner

- 1) Knowledge and Skills:
 - a) Current
 - i) Training with Vladimir in Polling Function
 - ii) Training with Connie in Qualtrics, Billhighway/re:Members
 - iii) ASQ - Member-Leader, Ethics, etc.
 - b) Upcoming
 - i) Other VoC Responsibilities
 - ii) Qualtrics, Billhighway/re:Members
 - 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) Before May 2025 RO (Section-wide) – Help from Vladimir, Connie
 - (1) In Progress - 13 responses as of 5/13/2025
 - (2) Incidents
 - (a) Opted-out members who attend meetings
 - (b) Multiple responses from same person
 - (c) Offers to volunteer w/no contact info
 - (3) InfoGains
 - (a) Suggestions for future ROs
 - (b) Offers to volunteer w/contact info
 - (4) Final Poll reminder on Friday
 - ii) May 2025 RO (attendees) – tentative Go (need help)
 - (1) Attendee List and Report
 - (2) Poll Construction
 - (3) Typesetting
 - iii) June 2025 (attendees) – at risk (likely No-Go if only lecture)
- 4) VoC Presentations:
 - a) May 2025 – none (due to RO)
 - b) June 2025 – Results of the RO-related polls, in Section Business
- 5) Help Needed
 - a) Vice Chair – imminent
 - b) VoC Committee Members (poll assistance, other VoC functions)
- 6) Risks and Issues
 - a) Training still needed
 - b) Coordination with other Chairs/Committees
 - c) Help with VoC Committee
 - d) Incidents/InfoGains identified through polls/experience