

ASQ Section 0511 Leadership Committee Meeting Minutes – April 2020

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	April 8, 2020	Time	6:30 – 7:00 pm	Duration	30 min

Leadership Committee Attendance [X indicates the invited person attended]

Invited		Invited		Invited	
Barbara McCullough – Chair	X*	Ken Rapuano – Secretary	X*	Connie Broadie – VOC	X*
Devon Engleman – Chair Elect	X*	Eric Jensen – Certification	X*	Jeff Parnes – Nominating Committee Chair	--
Mike Coleman – Treasurer	X*	Carolyn Miller – Arrangements	X*	Charlotte Wild – Auditing	--
Seema Garg – Placements	X*	Cyndi Reichardt – DBA	--	Leslie Braun – Finance Committee Chair	X*
Sara McAlpine – Finance Committee	X*	Muzaffar Zaffar – Education	--	Diana Metzger - Programs	--
Kyu Jang – Treasurer-elect	X*	Bill Eastham – Membership	X*	--	--

* By phone

Agenda and Minutes

Item	Agenda and items for discussion	Minutes and decisions
1	Announcements / carryover from previous meeting	SharePoint site active; some having difficulties logging on. It's suggested to use a private browser when logging on to leave your regular MS Office settings un-changed. Devon signed up for WebEx. Will use for May meeting. Devon is testing login. World Conference will be held virtually in May; free to all. Will also be available as podcast.
2	Reading of minutes from last meeting – Approval by Board	Approved
3	Information from Component Relations for Chair to share with the SLC	ITG had a webinar on CMC; may be a possibility for next meeting topic.
4	Action items – Secretary will review those from last meeting in AI Section below	See below
	Committee Chair Reports	If there is no report just enter N/A
5	Arrangements	Meetings in person not allowed by ASQ until after August 31, 2020. No speaker lined up for May.
6	Audit	Not present. Sent email message that the committee would conduct audit before May meeting.
7	Database	No new issues
8	Education	No new issues
9	Finance	No new issues
10	Membership	Membership report (Attachment B)

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11	Nominations	Not present.
12	Placements	Seema: Where will jobs placements go on Section website? Barb: Will have to find instructions and become more familiar to set up pages for each group.
13	Programs	Bill: Can get a talk from Cahill (Deming's grandson) in Oct, but more like Jan/Feb.
14	Re-Certification	No new issues
15	Treasurer	Sent summary (Attachment A.1) and March breakdown (Attachment A.2); Bill Highway balance \$13,240.84. Access to TD Bank still not complete, but Sara is assisting. Also provided meeting minutes from Southeast Regional Meeting (Attachment A.3).
16	VOC	Need to send out email to members so they can sign up with Section website, at least to get notifications.
17	Web Master	Not present
18	Others (Historian, SIGs, Past Chair, &c.)	--
19	Chair Elect	Had to log off due to background noise
20	Roundtable – Go around the table for any last comments	
21	Secretary - Review decisions and action items from the meeting	Confirmed action items.
22	Chair – closing remarks and Adjourn Meeting	Meeting adjourned at: 7:00

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Issues

Item	Description	Disposition

Action Items

Location:	Action Items will be tracked in the previous meeting minutes and marked as cleared at the next meeting if they have been taken care of.
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March Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Log into myASQ and answer survey on logo	Leadership	3/13/20	Complete – logos selected
2	Will add request to website for availability of conference facilities.	Jeff	Before next meeting	Revisit after in-person meetings resume
3	Backup DBA – 4-way meeting with Cyndi, Jeff, Barb, and Corey to transition over DB	Jeff	4/8/20	Open
4	Will send email with SP link so people can login	Barb or Devon	3/12/20	3/11/20
5	Conference call for scholarship; 7:30 pm, 3/17/20	Leadership	3/17/20	3/17/20
6	Read and follow <u>required</u> data privacy training email from ASQ component relations (3.5.20)	Leadership	4/25/20	Ongoing

April Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Backup DBA – 4-way meeting with Cyndi, Jeff, Barb, and Corey to transition over DB	Jeff	4/8/20	Open
2	Read and follow <u>required</u> data privacy training email from ASQ component relations (3.5.20)	Leadership	4/25/20	Ongoing

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Next Meeting

Location	Online				
Date	05/13/2020	Time	TBD	Duration	0.5 Hour
Items for Discussion [deferred from today's meeting]				Speaker	
				TBA	