

ASQ Section 0511 Leadership Committee Meeting Minutes – April 2021

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	April 14, 2021	Time	6:00 – 7:00 pm	Duration	1 Hour

Leadership Committee Attendance [X indicates the invited person attended]

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

* By phone

Agenda and Minutes

Item	Agenda and items for discussion	Minutes and decisions
1	Announcements / carryover from previous meeting	Introduction from Chair and chair’s comments on taking new position. Taking time to research the nature of the position. Has prepared a spreadsheet of priorities.
2	Reading of minutes from last meeting – Approval by Board	Approved, with one correction by Barbara.
3	Information from Component Relations for Chair to share with the SLC	Briefing from Barbara (Vladimir could not login). For new member leaders; where to go for information, navigation of MyASQ.
4	Action items – Secretary will review those from last meeting in AI Section below	Moved both action items from January items to Action Item 2 and 3 for April. Cleared “Older Items”.
	Committee Chair Reports	If there is no report just enter N/A
5	Arrangements	Present; no issues
6	Audit	Not present
7	Database	Not present
8	Education	Not present.
9	Finance	Present; no issues
10	Membership	Present; membership report attached. Need to finish up the question as to whether to be purchasing giveaways for speakers.
11	Nominations	Not present
12	Placements	Not present
13	Programs	Position vacant; Vladimir “Quality Matters: Questions on Questions” in May.

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14	Certification	Present; no issues
15	Treasurer	Not present; sent a report (attached).
16	VOC	Present.
17	Web Master	Present.
18	Others (Historian, SIGs, Past Chair, &c.)	--
19	Chair Elect	Position vacant
20	Roundtable – Go around the table for any last comments	See Item 1
21	Secretary – Review decisions and action items from the meeting	Done
22	Chair – closing remarks and Adjourn Meeting	Meeting adjourned at: 7:00 pm

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Issues

Item	Description	Disposition
1	Chair position now filled; although Chair-elect not required for ASQ, needed for quorum issue.	Consensus was we still need to address Chair-elect issue; but not on an emergency basis.
2	What is the issue affecting quorum? In March, there are chairs in attendance, but a quorum not available. Why?	Bill: Chair or chair elect needs to be present for meeting to be official. Mike: Need certain # of officers, plus elected officers (C, CE, T, and S), + percentage of the committee chairs.
3	Recertification points for Committee chairs, what are criteria?	Bill: Per HQ, it's just the office. Jeff: If chairs missed a percentage of meetings, could be replaced. Bill: That matches HQ's expectation of how Sections would handle.
4		
5		
6		

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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April Action Items*

Item	Action	Assigned to	Date Due	Date Done
1	Verify all chairs are able to access SharePoint and DB	Ken	3.14.21	Pending
2	Set up meeting with Vladimir, Jeff, and Cyndi for DB management/maintenance.	Vladimir, Jeff, Cyndi		Pending
3	Confirm if annual audits are still required now that BillHighway is in effect. [Per HQ, annual section audits are no longer required]	Mike	--	4.18.21
4	Establish correct criteria for quorum	Connie	--	4.16.21
5	Dates for upcoming vision meeting – send out poll for vision meeting	Jeff	--	4.15.21
6	Schedule vision meeting	Vladimir	--	4.19.21

* Status as if 4.22.21

March Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Enter new officers into ASQ Site	Ken	3.14.21	4.12.21
2	Verify all chairs are able to access SharePoint and DB	Ken	3.14.21	Pending
3				
4				

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Older Action Items

Item	Action	Assigned to	Date Due	Date Done
1				
2				

Next Meeting

Location	Online				
Date	5/12/2021	Time	7:00 pm	Duration	1.0 Hour
Items for Discussion [deferred from today's meeting]				Speaker	
Presentation: “Quality Matters: Questions on Questions”				Vladimir Nesterovich	