Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	May 12, 2021	Time	6:00 – 7:00 pm	Duration	1 Hour

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?
Vladimir Nesterovich	**Chair**	X*
Ken Rapuano	**Secretary**	X*
Kyu Jang	**Treasurer**	X*

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

Officer	Position	Present?
Charlotte Wild	**Audit Chair**	--
Bill Eastham	**Membership Chair**	X*
	Compliance Chair	
Barbara McCullough	**Nominations Chair**	X*
Carolyn Miller	Arrangements Chair	X*
Eric Jensen	Certification Chair	X*
Cyndi Reichardt	Database Administrator	--
Muzaffar Zaffar	Education Chair	X*
Leslie Braun	Finance Chair	X*
Seema Garg	Placements Chair	X*
Connie Broadie	Historian	X*
	Voice of the Customer	
Jeff Parnes	Electronic Media	X*
	Webmaster	

Other Attendees:

Attendee	Position	Present?
Mike Coleman	Finance Committee	X*
Sara McAlpine	Finance Committee	X*
Inmar Badwan	Attendee	X*
Melissa Cicotello	Attendee	X*

Currently Vacant Positions

Section Positions Required by ASQ: None
Section Positions Not Required by ASQ: Chair-elect (elected); Treasurer-elect (elected); Programs Chair (appointed)

Agenda and Minutes

The agenda was a continuation of the topics that were on the agenda of the Vision Meeting held on April 25, 2021.
Due to time constraints, Topic 13 from that agenda only received cursory discussion and Topic 14 was not addressed.

13. Approach to Action – Compliance with ASQ Requirements **Vladimir Nesterovich (VN) – general, what are our absolute requirements for maintaining standing? Where are we not meeting those? Where can we find out?**

    a. Compliance Officer (?)
    b. Compliance Strategy
        i. ASQ Requirement
        ii. One time vs. Ongoing
        iii. Source
        iv. Due Date (for one time and for periodic)
        v. Section 0511 Current State
        vi. How to close the gap

VN presented slides describing the organizational hierarchy from HQ to Section.

VN: People don't join Sections, they join ASQ, and are then assigned or gravitate to a Section. Showed a high-level structure, a schematic showing Section interactions with the membership. Limits and constraints; primarily time per month. Personally, likes a longer list, and deciding to rank importance and choice.

"Procedures" from ASQ, but it's not comprehensive. We need to have someone consolidate the sources of requirements, when things are due, and identify gaps in our Section compliance. Address, prioritize, ignore, depending on resources and seriousness (affect standing). High priority = do now to maintain standing. Medium priority = should comply but can wait. Low = nice to do but can be ignored. Would be determined by Compliance Officer. Has worked with Barbara McCullough (BM) to see how this can be addressed.

Effective May 8th, VN has established the position of Compliance Officer. Bill Eastham (BE) has been appointed on May 8th to take this role. VN presented a slide of the duties of the Compliance Officer, which include:

1. Read ASQ documents and communications.
2. Identify ASQ requirements relevant to the Section and organize them in the Log of ASQ HQ Requirements, which includes: Requirement, Source, Quote (what exactly the source says), Type (ongoing, periodic, annual, one-time), Date Due.
3. Communicate with ASQ HQ to clarify the meaning of those requirements, with the objective of finding the least burdensome way to interpret them.
4. Co-develop and be responsible for the Compliance Strategy, in which the Compliance Officer's responsibility is:
    a. Prioritize the ASQ HQ requirements, for example: High - we must comply (else we lose standing), Med - we should comply but can wait, Low - we can ignore.
    b. Advise Chair and relevant officers on what would be different ways to implement compliance, with the objective of finding the easiest way to comply (including ignore).
5. Evaluate whether the practice - that the Section performs or will implement - satisfies or will satisfy the requirement.
6. Defend the Section's standing before ASQ HQ or engage Chair and other relevant section officers for additional defense.

VN presented an example of the requirements log in Excel.

Effective 5/12/21, the Section Chair has established the Compliance Committee headed by the Compliance Officer and defined the staffing of the Compliance Committee as automatic. All Committee Chairs are automatically members of the Compliance Committee. The Compliance Officer can interact directly with chairs on issues directly on items in their purview. All committee chairs are members of the Compliance Committee on matters of ASQ directives affecting their role.

BE – a lot of this is in Section Maintenance. Keeping track of the FYI emails from HQ that involve higher-level items among a lot of less important information. Some of the other Sections are doing a similar thing – running the documents through a compliance matrix. Will want to put position descriptions in the list of things to do. Also, might be a good practice to send out a certificate directly to attendees. We'd still keep internal records.

Ken Rapuano – also ties in with the goal of coming up with onboarding offboarding descriptions for each position.

BE – HQ does require chairs to review their position duties and to come up with plans/metrics for accomplishing position duties.

VN – Example of a requirement he was unaware of.

14. Approach to Action – Committee, etc., Strategies
    a. Things change
        i. Fewer people, limited time budget
        ii. Sometimes less to do
        iii. Sometimes can't afford doing (see "Section's Strategic Directions")
    b. Talk through an example
        i. What do we want to achieve?
        ii. How will we do it?
    c. Strategies
        i. Committee Strategies
            1. What needs to be done, approach to doing it, obstacles
            2. Committee Chair to present: board meeting, section meeting
        ii. Project Strategies
            1. Led by Committee Chairs or Volunteers
        iii. Volunteer Strategies

VN – has been communicated to him that sometimes there is less to do than in the past, eg, due to automation. For the committees – wanted to have the strategy for each to achieve goals. Some committees don't have a clear description. First agree to do something, then how and when. How do we set fair expectations – eg, Webmaster: do we have action items to provide things to Jeff. BM – eg, requirement to be signed up for myASQ. Jeff Parnes – when HQ says to do something, it causes members to leave and get cert with other organizations. BE – only about 50% of people join ASQ to get certifications. VN – sometimes easy to say "It's an ASQ requirements", but need Compliance Officer to allow us to make an informed decision as to what actions have to be taken.

Eric Jensen – posted this link to the ASQ member leader position descriptions: https://my.asq.org/communities/files/folder/31/37

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.

May Action Items*

Item	Action	Assigned to	Date Due	Date Done
1	No new action items were assigned at the May meeting			
2				
3				
4				
5				
6				

* Status as if 4.22.21

April Action Items*

Item	Action	Assigned to	Date Due	Date Done
1	Set up meeting with Vladimir, Jeff, and Cyndi for DB management/maintenance.	Vladimir, Jeff, Cyndi		**Pending**
2	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**
3	Establish correct criteria for quorum	Connie	--	**4.16.21**
4	Dates for upcoming vision meeting – send out poll for vision meeting	Jeff	--	**4.15.21**
5	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				

Older Action Items

Item	Action	Assigned to	Date Due	Date Done
1				
2				

Member Meeting

Location	Online				
Date	5/12/2021	Time	7:00 – 8:30 pm	Duration	1.5 Hour
Section business (7:00 pm-7:30 pm), topics summarized below			1) Section governance and Compliance Officer 2) Presentations, and trying something new		
Presentation (7:30-8:30):				Speaker:	
"Quality Matters: Questions on Questions"				Vladimir Nesterovich	

The Chair (Vladimir Nesterovich) provided information to the membership summarizing the earlier SLC meeting and discussed two topics.

Topic 1: Section governance and Compliance Officer
The Chair gave the membership an overview of our Section structure, our interactions with ASQ requirement, and approach to achieving Section's own goals. Dealing with the constraints of the time required to perform Section duties.

Explained the role of Compliance Officer have appointed Bill Eastham. Will develop the compliance strategy. All committee chairs are members on matters of ASQ directives relating to their committees

Topic 2: Presentations, and trying something new
The Chair discussed the types of meeting topics. With focus on featured speakers, limits the opportunities for networking. With networking, no RUs. Need to find a balance – sometimes who has the floor is not a member, chooses the topic. Or discuss among ourselves, topics of our choosing. Things have changed since 2001. Proposing a series of roundtables, focusing on questions posed by the membership. Has drafted a list of topics that would deserve discussion, but choosing is open to the membership. Pre-announced questions – although not necessarily be able to provide an answer. Sometimes, those questions are rhetorical, but each of us can contribute based on our experience. Gave 2 examples.

Each of us brings different experiences to these questions. In some cases, you didn't know what you didn't know. Or are there questions you don't want to approach?

Is there a list of topics people are interested in? Order of priority? What would you like to ask?

Emphasis on differing experiences, even if controversial. Let's stick to the topic to give it the attention it deserves.

Round table style, with moderated discussions. Vladimir will volunteer, but will hand over to someone who wants to moderate a single topic or more frequently. Not just a speaker flow, but also ask follow-up questions within the topic.

Following the presentation:
VN will moderate June 2021, topic will be "ASQ Certifications". After that, priorities as expressed by membership. Optional – Digests of round Quality Matters discussions will be prepared and posted, made anonymous for privacy.

One member expressed an interest in Quality Matters 2,4,5,6,7,9 and 12.

Next member Meeting:

Location	Online				
Date	6/10/2021	Time	7:00 pm	Duration	1.0 Hour
Presentation:				Speaker:	
Presentation: **"Quality Matters: ASQ Certifications"**				Vladimir Nesterovich	

Attachment A.1 - Treasurer's Report for May 2021

See http://www.asq0511.org/Treasurer/202105TreasurersReport.pdf

Attachment A.2 - April 2021_Bill Highway Report

See http://www.asq0511.org/Treasurer/202104BillHighwayReport.pdf

Attachment B ASQ 0511 May 2021 Member

See http://www.asq0511.org/committees/Membership/membership.html#May2021