

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	July 14, 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	--
Mike Coleman	Membership Chair	X*
Barbara McCullough	Nominations Chair	X*
Carolyn Miller	Arrangements Chair	X*
Eric Jensen	Certification Chair	--
Cyndi Reichardt	Database Administrator	--
Muzaffar Zaffar	Education Chair	X*
Leslie Braun	Finance Chair	X*
Seema Garg	Placements Chair	--
Connie Broadie	Historian	X*
	Voice of the Customer	
Jeff Parnes	Electronic Media	X*
	Webmaster	
Sara McAlpine	Welcome Chair	--

Other Attendees:

Attendee	Position	Present?
N/A		

Currently Vacant Positions

Section Positions Required by ASQ: None

Section Positions Not Required by ASQ: Chair-elect (elected); Treasurer-elect (elected); Programs Chair (appointed); Compliance Chair (appointed)

Agenda and Minutes

Quorum was determined to be present. The minutes from the June meeting were approved.

Main topic – the purchase of AV equipment to enable streaming of live meetings to remote participants. VN had a series of questions for Jeff, documented in Attachment A.

VN – Questions raised as to how to encourage online participation when we go back to in-person meetings. We need to learn more as to how to incorporate streaming. This meeting is for Jeff to educate us to be able to make an informed decision for purchasing equipment.

ASQ Section 0511 Leadership Committee Meeting Minutes – July 2021

[Note – Attachment 1 (Excel file) includes the Agenda questions and the specifics of the answers]

<http://www.asq0511.org/Minutes/minutes202107-Attachment1.pdf>

Additional Comments:

Jeff – How much should we budget for additional features. How about AV mixer if we need noise reduction? Expects to be able to get a monitor speaker and cable for ~\$150. Will look into remixer. Note that our older equipment was not top of the line, but may need to upgrade now we are asking the equipment to do more, e.g., AV-enabled computer, with better sound processing power.

Barb – Has a Beats Pill speaker. Jeff – Around \$150 these days?

Jeff will send an FTP location to Vladimir for uploading meeting recordings.

VN – Complete investigation, negotiate with treasurer. This is essential for enabling meetings to reach more than a circle limited to the SLC and a few additional attendees. Has a slide requesting volunteers to back up Jeff for tonight’s member meeting.

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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July Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Send FTP site location to Vladimir for uploading meeting recordings	Jeff	7.31.21	
2				
3				
4				
5				
6				

Older 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	TBD	Pending
2	Verify all chairs are able to access SharePoint and DB	Ken	3.14.21	Pending
3	Enquire about a speaker for the July meeting	Jeff	6.10.21	6.11.21
4	Doodle poll for Vision Meeting in late June	Jeff	6.13.21	6.11.21

Member Meeting

Location	Online				
Date	July 14, 2021	Time	7:00 – 8:30 pm	Duration	1.5 Hour
Section business (7:00 pm-7:30 pm), topics summarized below			1) Quality Matters Round Tables 2) Polling for Topics and Moderators 3) Quality Matters Digests		
Presentation (7:30-8:30):					Speaker:
“Quality Matters: Plans and Process Descriptions”					Mike Coleman

Section Business (presented by the Section Chair unless otherwise noted)

Topic 1: How the Section Works – Key Interactions

Showed a slide of the interactions of the HQ, Volunteers, and the Participants. Currently, the SLC is developing a Product and Service Catalog to help the SLC focus efforts better and give the membership a better idea of what to expect from the Section. August meeting will be a QM meeting on ASQ Sections. A chance to discuss what membership expects from the Section; will also be used to refine the Product Services Catalog to reflect member expectations/needs.

Topic 2: Volunteers and Participants

Bill Eastham resigned both Membership Chair (required) and Compliance Officer (discretion) on 6.26.21. Mike Coleman assumed Membership on 6.29.21. Compliance Officer not required, but still vacant.

Topic 3: On-Site Events

Section is trying to arrange for a ranger-guided outing to a park in September. First restaurant even in October; round table or featured speaker. Are arranging a streaming solution via Jeff. Jeff is looking for apprentices to be backup.

Topic 4: Welcome Committee

Formed on 7.2.2 to welcome, inform, and invite the people who join the Section. Sara McAlpine is the Welcome Chair. Other members of the team are Mike Coleman (Membership) and Barbara McCullough (Nominations). Has already started actively working with newly joined member.

Sara has called 6 new members. Extended a welcome to those new members present tonight.

Topic 5: Follow-up Survey on the Discussion

Connie Broadie presented follow-up result from a survey of the 27 attendees of the July 2021 Quality Matters Round Table. Of the 12 responses, 11 were very positive and 1 very negative. In the poll of the winning topics poll, two existing volunteers for moderating and writing digests confirmed their interest, two more volunteers expressed an interest in moderating and authoring, and one additional volunteer expressed an interest in moderating. As Nominating Chair, Barbara McCullough will review volunteer applications and decide on the best sequence of discussions.

Upcoming programs include:

- Tonight - QM: Plans and Process Descriptions (moderated by Mike Coleman)
- August 2021 – QM: ASQ Sections (moderated by Ken Rapuano)
- September 2021 – An in-person Park Outing

Of those who responded to the poll, 43% indicated a desire to speak at QM Round Tables; 43% indicated they would prefer to speak but only after they heard others first; and 14% indicated the desire simply to listen.

[Presentation]

Following the presentation:

Barbara – Regional Nominations are still open for South Atlantic Regional positions.

ASQ Section 0511 Leadership Committee Meeting Minutes – July 2021

Next member Meeting:

Location	Online				
Date	August 11, 2021	Time	7:00 pm	Duration	1.5 Hour
Presentation:					Speaker:
Presentation: “Quality Matters: ASQ Sections”					Ken Rapuano

Attachment 2 – July Treasurers Report <http://www.asq0511.org/Treasurer/202107TreasurersReport.pdf>

Attachment 3 – July Membership Report

<http://www.asq0511.org/committees/Membership/membership.html#July2021>