

## Meeting Agenda and Minutes

<b>For</b>	ASQ Section 0511 Section Leadership Committee Meeting				
<b>Location</b>	Remote Conference				
<b>Date</b>	December 8, 2021	<b>Time</b>	6:00 – 7:00 pm	<b>Duration</b>	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	<b>Chair</b>	X*
Ken Rapuano	<b>Secretary</b>	X*
Kyu Jang	<b>Treasurer</b>	X*

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

Officer	Position	Present?
Charlotte Wild	<b>Audit Chair</b>	X*
Mike Coleman	<b>Membership Chair</b>	--
Barbara McCullough	<b>Nominations Chair</b>	--
Carolyn Miller	Arrangements Chair	X*
Eric Jensen	Certification Chair	--
Cyndi Reichardt	Database Administrator	X*
Muzaffar Zaffar	Education Chair	X*
Leslie Braun	Finance Chair/Welcome Committee	X*
Seema Garg	Placements Chair	X*
Connie Broadie	Historian	X*
	Voice of the Customer	
Jeff Parnes	Electronic Media	X*
	Webmaster	
Sara McAlpine	Welcome Chair	X*

Other Attendees:

Attendee	Position	Present?
Matthew Omodia	NA	X*
Ndeye Traore	NA	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);  
 Compliance Chair (appointed)

## Agenda and Minutes

Quorum was present.

1. Meeting Minutes approval

**SLC - Minutes approved from November (revision 1 with corrections to action items); file name with “\_rev1” for posting.**

2. Onsite Meetings

a. Slides at the Section Meeting

**Ken/Connie: No new updates at the December Regional Meeting; moratorium not extended at this time. Mike K still suggested we use the waiver.**

**Tentative action item: Ken – investigate local (FFx Co) requirements (due 10 days before the next scheduled in-person meeting).**

b. Prerequisites – Streaming, Dinner Payments

3. Program for December

a. Only 10 people in attendance in December 2020.

b. Not productive having a “social” via WebEx.

c. Alternatives:

i. An Anatomy of a Ranger Outing

ii. Networking Event (but difficult over WebEx)

**Connie’s poll results are highly positive for Mike’s 2-meeting presentation, but we’ll defer to January’s Section Business so Mike can be present to get his kudos.**

**Jeff – Maybe mention preliminary responses and they looked good. VN – Good point. Will keep slides but won’t discuss except to say preliminary feedback was positive.**

4. Upcoming Events

a. See slide deck

**Section Chair report or Anatomy of an Outing?**

**Need to conduct more Round Tables – not forgotten but we have an abundance of candidates.**

**Product Catalog – if Chair Report is Jan, then Product Catalog no earlier than March.**

**Ranger Outing – Whether indoor or outdoor event will depend on season and anticipated weather. VN will continue to discuss with Carolyn.**

5. Elections

a. Complete, transition

b. See slide deck

**Need more “vice” positions to take some load off the current SLC, eg Kyu can begin mentoring the 2023 treasurer.**

**There are some people in the Section who are willing to volunteer and we need to be ready to give them a specific task.**

6. Meals (from August)

a. Ability to take payment in person (park, restaurant))

**PayAnywhere devices received by VN, Jeff, and Kyu, assume Mike got also. VN – what do we need to do to implement. Action item Jeff/VN/Kyu/Mike – read the manual (Jeff already read it) Jeff – payment team have remote meeting. Action item 2: Payment team set up meeting.**

b. Ability to take payment online

**VN - per Kyu, payment device can also be used to take online payments. If so, that would be best, since it would be the device for both online payments and in-person payments. Kyu – discussed last month, ePly is the approved method for online. Kyu has asked ASQ about getting a template, but hasn’t heard back**

again. Hasn't had a chance to play around with it yet. VN – but does the PayAnywhere device have the ability to take online payments? Jeff – this ties in with the ASQ-approved process for integrating everything online; will change the link in our meeting announcements. VN – currently don't know whether it will work. Jeff – has contacted ASQ HQ and it ties in with the tool. VN - If PayAnywhere is the tool, that would eliminate ePly, which would be preferred. Action item 3 – as part of the device enabling exercise for in person, also complete investigation into using the PayAnywhere device for online. If that fails, then ePly and/or PayPal. Kyu – ASQ recommended method for online is ePly. Suggested looking into implementing that. VN – believes that the guidance may have been before PayAnywhere was implemented. Agreed that ePly research should continue.

c. Ability to reimburse meals

7. Streaming Initiative (from August 2021)

- a. Streaming – full
- b. Streaming – Plan B (WebEx)

**Will need a full dry run of both payment and of streaming a month in advance of the meeting, both payments and streaming. This will probably preclude in-person meeting in February.**

8. Headset – reimbursements

- a. Main speaker
- b. Sara

**VN had started to buy headsets as gifts, but it started to get extensive because need continued longer than expected. Without objection, decided to reimburse VN.**

9. Other Business

- a. We need to work on out time management. Need to give more advance notice, also keep a better schedule in meetings to keep from getting too long. Action item: Ken – list of areas we can improve.
- b. Leslie – will get with Sara to better define welcome committee and set expectations. VN agreed, now that we have some experience with it.

**Action Items**

<b>Location:</b>	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. Note – action items relevant to the Product and Services Catalog are also included with the relevant category in the attached Catalog.
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December Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Check with Fairfax County to verify local in-person meeting requirements 10 days before meeting	Ken	2.23.2022*	<b>Pending</b>
2	Read manual for PayAnywhere device	Kyu Vladimir Mike Jeff	Before payment team meeting (Item 4)	<b>Pending</b> <b>Pending</b> <b>Pending</b> <b>Complete</b>
3	Complete research into whether PayAnywhere device can be used for online payment (fallback would be ePly or PayPal).	Kyu Vladimir Mike	Before payment team	<b>Pending</b>

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Item	Action	Assigned to	Date Due	Date Done
		Jeff	meeting (Item 4)	
4	Set up and conduct meeting for Payment Team to familiarize with PayAnywhere device	Kyu Vladimir Mike Jeff	2.23.2022*	<b>Pending</b>
5	Dry run of virtual streaming setup	Jeff	2.23.2022*	<b>Pending</b>
6	Meeting to better define welcome committee and set expectations	Leslie Sara	1.31.2022	<b>Pending</b>

\* Assumes first in-person meeting for 2022 will be in March.

November Action Items

Item	Action	Assigned to	Date Due	Date Done
1*	Questions for ASQ HQ: <ol style="list-style-type: none"> <li>1. Status of PayAnywhere device shipments</li> <li>2. Status of reimbursement for returning old payment devices.</li> <li>3. Are there any ePly electronic forms available to use as templates for registering and accepting payment online?</li> </ol>	Kyu	12.31.21	<b>12.8.31 (resolution pending for Question 3)</b>

Older Action Items

Item	Action	Assigned to	Date Due	Date Done
1*	Check to make sure we have updated email list.	Jeff	9.11.21	<b>Pending</b>
2	Send FTP site location to Vladimir for uploading meeting recordings	Jeff	7.31.21	<b>Pending</b>
3	Set up meeting with Vladimir, Jeff, and Cyndi for DB management/maintenance.	Vladimir, Jeff, Cyndi	TBD	<b>Pending</b>
4*	Formulate and bring RU questions to Michael Kirchner.	Vladimir	10.6.21	<b>Initiated; resolution pending</b>

**Member Meeting**

<b>Location</b>	Online				
<b>Date</b>	December 8, 2021	<b>Time</b>	7:00 – 8:30 pm	<b>Duration</b>	1.5 Hour
<b>Section business (7:00 pm-7:30 pm), topics summarized below</b>			<b>1) Year in Perspective: Section Chair’s Report</b> <b>2) Upcoming Events</b> <b>3) Event Locations</b> <b>4) Streaming Initiative</b> <b>5) Section Volunteers</b> <b>6) Section Welcomes</b> <b>7) Oct-Nov Program Recap (abbreviated)</b> <b>8) Program Introduction</b>		
<b>Presentation (7:30-8:30):</b>					<b>Speaker:</b>
Professional Night: Path to Quality					<b>Moderators: Vladimir, Connie, Ken</b>

**Section Business**

**Topic 1: Year in Perspective: Section Chair’s Report – Vladimir Nesterovich**

VN appointed Section Chair in March 2021, elected to full term for 2022.

- May 2021 – Chair outlined vision for Quality Matters Round Tables.
- Chair’s full report will be delivered at a later date.
- Will also conduct reports by other Section volunteers in upcoming meetings, possibly describing roles in the “Anatomy of a Ranger Outing” meeting that will most likely be in January.

**Topic 2: Upcoming Events – Vladimir Nesterovich**

One of two options

- Alternative 1: Anatomy of a Ranger Outing discussing how it was organized, what we learned in the event itself, and lessons learned from making the arrangements. Each volunteer will present their parts.
- Alternative 2: Section Chair’s Report

Following January, will have more Round Tables (VN lead), review of the Section Product Catalog (VN lead), another ranger outing (Carolyn lead).

**Topic 3: Section Event Locations – Vladimir Nesterovich**

ASQ ban on onsite meetings goes through the end of December 2021 and has not at this time been extended. Possible future in-person meeting locations include traditional restaurants (if streaming and payment prerequisites met), ranger outings (streaming not available), and WebEx only.

January’s meeting is going to be WebEx. Hopefully tested capabilities for streaming will be in place for March.

Prerequisites for on-site events:

- Lack of ASQ or any other ban on on-site events.
- Tested capability to take payments at the door.
- Tested capability to stream an on-site event.

**Topic 4: Streaming Initiative – Vladimir Nesterovich**

Section is working on developing a streaming capability for on-site meetings. Jeff is the lead for this initiative, but several volunteers are needed to provide cover or Jeff. If interested, please contact Barbara McCullough (Nominating Chair) or Jeff.

87% of poll participants had high or medium interest in streaming; we need at least 2 volunteers to help out; however, so far, no volunteers to help out. Currently everything is on Jeff.

**Topic 5: Section Volunteers**

ASQ requires 3 elected positions (term limited): Chair, Secretary, Treasurer. For 2022, our elected officers are:

- Vladimir Nesterovich (1<sup>st</sup> elected term)
- Ken Rapuano, Chair-elect/vice-chair (optional position)
- Connie Broadie, Secretary (1<sup>st</sup> elected term)
- Kyu Jang, Treasurer (2<sup>nd</sup> elected term)

Need more “Vice” elected positions. We need someone to be vice-treasurer as Kyu is in second term. A vice-secretary position will be created if anyone will volunteer. Connie is also VOC, and it would help for someone to take over polls.

There is no need to wait for elections; other than elected positions, volunteer positions can be created any time. Contact Barbara McCullough or Vladimir Nesterovich to volunteer for a role.

**Topic 6: Section Welcomes – Leslie Braun**

Welcome Committee formed in July. Sara McAlpine chair and Leslie Braun joined committee in August. Tasked with reaching out to new members and to those who obtained first certification.

If you’ve been invited by Sara or Leslie, introduce yourself; or if you’ve skipped a number of Section meetings and have come today, reintroduce yourself.

Leslie – didn’t see anyone on she had contacted but has contacted a number of people.

**Topic 7: Oct-Nov Program Recap (abbreviated)**

Mike Coleman is a reliability engineer and the Section Membership Chair. Due to technical difficulties in October, Mike gave an overall discussion of the Reliability and Risk Division (RRD), Geometric Dimensioning and Tolerancing (GD&T), and his professional experience in this field instead of presenting the scheduled recorded presentation. In November, he introduced the recorded presentation by Tony Bryce and then summarize and lead Q&A after it. Since Mike could not attend this evening, VN decided to delay the discussion of the highly positive feedback about the presentations until Mike was available to hear it.

**Topic 8: Program Introduction**

Normally, the December meeting is a social event with no RUs. But this is difficult to do over WebEx, as last year’s experience showed us.

This month’s program is “Professional Night: Path to Quality”, about your path to becoming a quality professional.

- Emphasis on getting to know each other professionally.
- August 2021 “ASQ Sections” Round Table emphasized the importance of being introduced to the Section.
- No featured speaker; participating in the introductions is the condition for attendance RU.
- Rules:
  - You will introduce yourself by answering pre-defined questions (projected on screen)

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- Speakers will be determined randomly
- If possible, turn on your camera when speaking
- Max of 5 minutes for questions

Each participant's discussion will be led by the three rotating moderators (Vladimir, Ken, and Connie). The moderators will go first to provide an example.

### [Program]

Note, due to time constraints, not everyone got a chance to speak. As we got 100% participation from those called on, it was decided that all who attended would get RU under the normal conditions for attending a presentation.

### Next member Meeting:

<b>Location</b>	Online				
<b>Date</b>	January 12, 2022	<b>Time</b>	7:00 PM	<b>Duration</b>	1:30
<b>Presentation:</b>					<b>Speaker:</b>
TBD					TBD