

**Meeting Agenda and Minutes**

<b>For</b>	ASQ Section 0511 Section Leadership Committee Meeting				
<b>Location</b>	Remote Conference				
<b>Date</b>	April 13, 2022	<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*):

<b>Officer</b>	<b>Position</b>	<b>Present?</b>
Vladimir Nesterovich	<b>Chair</b>	X*
Ken Rapuano	<b>Vice Chair</b>	X*
Connie Broadie	<b>Secretary</b>	X*
Kyu Jang	<b>Treasurer</b>	--

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

<b>Officer</b>	<b>Position</b>	<b>Present?</b>
Charlotte Wild	<b>Audit Chair</b>	X*
Mike Coleman	<b>Membership Chair</b>	--
Barbara McCullough	<b>Nominations Chair</b>	X*
Carolyn Miller	Arrangements Chair	X*
Vacant	Certification Chair	--
Cyndi Reichardt	Database Administrator	X*
Muzaffar Zaffar	Education Chair	--
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:

<b>Attendee</b>	<b>Position</b>	<b>Present?</b>
	NA	--
	NA	--

Currently Vacant Positions

*Section Positions Required by ASQ:* None

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

**Agenda and Minutes**

Quorum was present.

1. Meeting Minutes approval

SLC – Minutes were approved from March. No corrections needed. No objections made to approving. Vladimir made a motion to approve, Barbara McCullough seconded the motion.

2. Current Programs

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- a. April Program – Barbara McCullough will be moderating tonight’s round table on Model Based Process Improvement
  - b. Professional Night – Vladimir confirmed that everyone present at the last meeting got introduced. That doesn’t mean everyone in the Section was introduced, but all who participated in the Professional Nights that we have had, have spoken. Professional Night is over until December.
3. Compliance Officer
- a. Compliance – an important component of Section’s operations
    - i. Importance was stated at the April 2021 Vision Meeting
    - ii. Establishment of the Compliance Officer Position was started
  - b. 3/25/22 – Ken Rapuano
    - i. Identify things we owe to HQ
    - ii. Identify consequences of non-compliance to assist with prioritization.
    - iii. Prioritize
    - iv. Help implement initiatives we do decide to take for action
4. Data Privacy Training - Ken's report: He is going to have to send out another reminder email. He asked that that be added as an action item for him.
5. Treasurer
- a. Kyu has relocated to PA and has been nice to work with us remotely, e.g., 9/18/21 Ranger Outing, he wasn’t able to make it because the drive was prohibitive.
    - i. He would like to get involved with his local section.
    - ii. Kyu has decided to resign on 4/30/22.
  - b. Approach
    - i. Section Business Slide Deck has been announcing that we need a new Treasurer.
    - ii. Appointment Treasurer – we need someone with experience (a former Treasurer), although BillHighway is a new process that most previous Treasurers do not have experience with.
    - iii. Appointment Vice Treasurer – to learn, to step up when ready
  - c. Jeff Parnes volunteered to step in for the remainder of the year.
  - d. Vladimir appointed Jeff as Treasurer starting May 2022.
    - i. The Finance Committee will serve as an advisor to Jeff. Mike Coleman served as Treasure that used BillHighway. He is on the Finance Committee and can hopefully provide direction.
6. ASQ Waivers
- a. Waivers no longer required
  - b. Local Guidance still takes precedence.
  - c. Compliance Officer to define compliance for non-WebEx events
7. May 2022 Ranger Outing
- a. Carolyn – has a slide to speak to the nature of this event during Section Business tonight.
  - b. Payments for May 2022
    - i. Size / How much do we require? \$30 was proposed. That wouldn’t include food. **This will be further discussed offline.**
    - ii. Ability to take payment in advance needs to be there. We discussed finding out how to use ePly to create the event so that members can get on their and register.
    - iii. Non-refundable payment needs to be taken in advance, online only, and only 20 can register.
  - c. Connie will maintain a clean-list of those that register.

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- i. Vladimir asked that the member leaders that previously said they would go should get preference to the 20 spaces allowed. **Recommend they register prior to opening to general membership.**
- 8. Subsequent Programs
  - a. June 2022 – Likely, Division with a volunteer.
  - b. July 2022 – Ranger Outing (indoors)
  - c. August 2022 – TBD
  - d. September 2022 – Ranger Outing (outdoors)
- 9. Backlogs – Vladimir, in preparing the meetings, has struggled to keep up with chair duties; therefore: the elected officers have started with this exercise of creating the backlogs to:
  - a. Define the work.
  - b. Assign the work. Volunteers can be assigned to the work regardless of current assignment.
- 10. Staffing Strategy – Needs to be re-evaluated. There is not an issue of people volunteering. It is that that work has not been defined. Once defined, we can ask for volunteers to complete the defined work. People will volunteer if they know specifically what is needed. That is what the backlogs will accomplish. The product catalog will assist with the staffing strategy.
- 11. Vision Meeting – Staffing Strategy; Backlogs, Product Catalog, the internal side of picking up the work to be done. We need to understand these things prior to having the Vision Meeting.
- 12. Product and Service Catalog – March 2022
  - a. Some provided feedback via Survey
  - b. Some did not attend the March 2022 meeting
  - c. Need understand those items: **Connie will provide the presentation on the Product Catalog and reopen survey for Member Leaders in the two categories below so that they have the information needed to discuss at the Vision Meeting.**
    - i. Those who did not respond
    - ii. Those who did not attend
- 13. Streaming Initiative (from August 2021) **Jeff will send out a Doodle for date options to those interested in assisting with / learning the streaming equipment.**
  - a. Streaming – full
  - b. Streaming – Plan B (WebEx)
- 14. Slide Deck Coordination with Ken, Barbara and Connie.

**Action Items** (Carryover from prior SLC Meeting. These were not discussed on 2/9/22)

<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.
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April 2022 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Send out another email reminder for Section Leaders to complete the Privacy Training. This would include original email request from Component Relations.	Ken Rapuano	4.15.2022	
2	Provide the presentation on the Product Catalog and reopen survey for Member Leaders who haven't seen the survey so that they have the information needed to discuss at the Vision Meeting.	Connie Broadie	4.29.2022	

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### March 2022 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Jeff to send out Doodle dates to meet on Streaming	Jeff Parnes	4.15.2022	

### January 2022 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Review Section Operations Manual that has not been updated in 10 years. Engage others as necessary.	Vladimir Ken	TBD	<b>Pending</b>

### December 2021 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	Based on next onsite mtg.	<b>Pending</b>
2	Follow the online setup instructions 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 Jeff	Before payment team meeting (Item 4)	<b>Pending</b>
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	2.28.2022	<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</b> <b>(resolution pending for Question 3)</b>

\* Action item from Products and Services Catalog review

### Older Action Items

Item	Action	Assigned to	Date Due	Date Done
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;</b> <b>resolution pending</b>

\* Action item from Products and Services Catalog review

## Member Meeting

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<b>Location</b>	Online				
<b>Date</b>	April 13, 2022	<b>Time</b>	7:00 – 8:30 pm	<b>Duration</b>	1.5 Hour
<b>Section business (7:00-7:20) topics summarized to the right.</b>			<b>1) Remembering Paul Mills</b> <b>2) May 2022 Ranger Outing</b>		
<b>Presentation (7:20-8:30):</b>					<b>Speakers:</b>
<b>Quality Matters Round Table: Model Based Process Improvement</b>					<b>Barbara McCullough (moderator)</b>

[Section Business]

Ken Rapuano led Section Business.

1) Remembering Paul Mills.

- Paul Mills, a longtime 0511 Section member and officer, passed away March 11, 2022, after an illness.
- As a Quality Professional, Paul volunteered for Section 0511:
  - As the Section 0511 Auditing Chair from 2005 through 2014.
  - As the Section 0511 Education Chair in 2015.
- Paul was dedicated to the highest standards of professionalism and technical expertise.
  - He coupled this dedication with his deep commitment to quality.
- Paul took personal interest:
  - in mentoring Section members who had their certification exams scheduled,
  - and in mentoring newer Section Board members. He was a natural mentor.
- Paul was always encouraging and upbeat;
  - And sometimes offbeat!
- He was a hard worker,
  - often the first person in the office each day.
- Paul loved imparting knowledge:
  - His mentoring of quality professionals through ASQ was an extension of the mentoring he performed daily for those who worked with him.
- He was held in high regard for his collegiality.
  - Sownyng in moral vertu was his speche, And gladly wolde he lerne and gladly teche.  
- Geoffrey Chaucer
- Paul’s family was the center of his life.
  - He always had photos to share and stories to tell.
  - After his retirement, he moved to North Carolina to be closer to his grandchildren.
- Paul was a friend outside of the office
  - Lunches with former coworkers – even a baseball game!
  - Caring about colleagues’ important life milestones.
  - Going beyond merely “being a reference”.
- Personal Memories were shared by:
  - Ken Rapuano
  - Charlotte Wild
  - Sara McAlpine
  - Barbara McCullough

2) May 2022 Ranger Outing – Update from Carolyn Miller

- May 15, 2022 @ 12:00-1:30 – Ranger Outing!
  - Destination: Paradise Springs Winery
    - Located at 13219 Yates Ford Road, Clifton, VA
    - Said to be the first winery in Fairfax County
- Includes:
  - A walking tour of the historic cabin, vineyard, production facility, and barrel room.
  - Accompanied by a tasting of seven (7) wines.
  - Live music can be enjoyed from 1:00 to 5:00.

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- Artisan food truck plus pre-packaged foods.
- Space is limited, with no tour add-ons.
  - Advance registration and ticket payment required.
  - Meeting announcement and registration to follow.

**[Program]**

**Quality Matters Round Table: Model-based Process Improvement** was moderated by Barbara McCullough, ASQ Section 0511 Nominations Chair, Past Chair. This topic ran one hour and thirty minutes.

**Next member Meeting:**

<b>Location</b>	Online				
<b>Date</b>	May 15, 2022	<b>Time</b>	12:00 PM	<b>Duration</b>	1:30
<b>Presentation:</b>					<b>Speakers:</b>
Paradise Springs Winery Tour: History and Wine Making					Winery Tour Guide