

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	November 9, 2022	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	Vice Chair	X*
Connie Broadie	Secretary	X*
Jeff Parnes	Treasurer	X*
Muzaffar Zaffar	Vice Treasurer	X*

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

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

Other Attendees:

Attendee	Position	Present?

Current Vacant Positions

Section Positions Required by ASQ: None

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

Agenda and Minutes

After some discussion on the requirements and our count, Ken confirmed we have Quorum; two elected and three appointed. Ken and Vladimir will continue the discuss Quorum requirements later, as to not take up the time allotted for the agenda.

ASQ Section Board

<DD MMM YYYY>Meeting Date: November 9, 2022

ASQ Section 0511 Leadership Committee Meeting Minutes – November 2022

Agenda

1. Meeting Minutes approval
 - a. October 2022
 - b. Minor changes made. A motion was made to approve, seconded by Carolyn, no objections.
2. Elections
 - a. We had an election by acclimation at the last board meeting. Results will be briefed at the Section member meeting.
 - b. Will be accompanied by a usual call for volunteers
3. Results of the October 2022 RO
 - a. Muzaffar issued a reimbursement for Carolyn. She confirmed that everything went smoothly.
 - b. Any other reports on the October RO? Jeff Parnes led into his Treasury Report since it covered the October 2022 RO.
4. Treasury
 - a. Jeff reported on the Treasurer Report for October. We started with \$25,455.78. There were \$430 in deposits from ePly, \$355 of that was refunded. There were \$16.16 in fees deducted. We paid out \$664.84 to Carolyn for reimbursement for the RO costs she incurred. That left us with a balance of \$24,849.78 as of Oct 31, 2022.
 - b. Jeff reported on a couple of incoming bills to expect. One is for the Cartoon License Payment and the other is for the cost of another year to host our website: www.0511asq.org.
 - c. Vladimir discussed the prior request to investigate the Cartoon license before paying. Vladimir and Ken approved those costs. Vladimir requested Jeff submit through BillHighway for approval.
 - d. Other than those two charges mentioned, there should be nothing else to report on in November.
5. PayAnywhere Implementation
 - a. Vladimir requested that Muzaffar research implementation options for our PayAnywhere devices. See Muzaffar's findings BELOW <<< PayAnywhere >>>
6. Streaming Initiative
 - a. 4 people volunteered: Vladimir, Ken, Muzaffar, Leslie
 - b. Vladimir included a slide in the Section Business Slide Deck
 - c. Intend to carry such or similar slides for a number of meetings.
 - d. Jeff held a test on 10/29/22
 - e. Results were successful. We can stream and play back. We are ready to stream at the next on-premises meeting. It will take about an hour and 10 minutes to setup. It will take two people to run; one to run the camera and the other to pick the inputs as necessary.
 - f. Vladimir asked what training Muzaffar and Ken would need to be able to operate the system in the event Jeff was not present. Ken mentioned that running the board may be a challenge for him. Jeff said it was more art than science. It would take some practice and watching Jeff do it a couple of times. Muzaffar said he would need about 30 minutes to do the setup. Ken said he would be sure to show up to the meetings early to become more proficient at the process.
7. Anniversary
 - a. Date – September 11, 1983
 - b. Jeff (Charting Member) and Ken (2023 Chair) are the Co-Chairs of this initiative.
 - c. Jeff discussed what was done for the 30th Year Anniversary. Vladimir asked that Jeff and Ken meet to come up with a plan.
8. Assuming Responsibilities (from October 2022)
 - a. Recertification Chair
 - i. Muzaffar Zaffar, effective 9/9/22
 - ii. Main responsibility – people who need RUs vs. the needs for volunteer work.
 - iii. *Vladimir included a slide in the Section Business Slide Deck*
 - iv. *Intend to carry such or similar slides for a number of meetings.*
 - b. Vice Treasurer

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- i. Muzaffar Zaffar, effective 9/9/22
 - ii. Started using the BillHighway system, successfully
 - iii. Started learning ePly system – main load is on Connie
 - iv. PayAnywhere – not implemented
 - v. Vladimir asked Jeff if there was any training that Muzaffar needed, e.g., running reports, etc. Muzaffar said he could run reports and send to Jeff (as webmaster) to post. Vladimir asked Jeff to train him on anything he could think of, even posting, so that if Jeff was not available, there would be a backup.
9. Program – Sat 11/9/22 – 2022 Ranger Outings: A Year in review
 - a. Connie – Ranger Outings Review Lead
10. Program Future:
 - a. November – Connie – 2022 Ranger Outings: A Year in Review
 - b. December – Vladimir – Professional Night
 - c. January – Chair Report, Professional Night (cont'd)
 - d. February – RO: Carolyn discussed her current idea – The US Holocaust Memorial Museum on Feb. 11, 2023. She also offered up several other museums that were options. Vladimir liked the idea of the Holocaust Museum but reminded her to have backup plans. He wants to maintain diversity in our selection along with meeting the RO criteria.
 - e. March – ? Community Matters (EED part 2)
 - f. April – ? Quality Matters Round Table
11. Training Due
 - a. Ken
 - b. Any other compliance matters? Ken mentioned determining what the real rules of quorum are. He went over the bylaws and his understanding of what it says. Vladimir asked that we look at it off-line and approach the board with our conclusions to see if they are in agreement.
12. Auditor Position
 - a. The position is no longer required to maintain section status, but we will maintain the position.
 - b. We have a need for audits
13. Compliance 2022-2023
 - a. Business Plan – submitted on 9/25/22 as due
 - b. Strategy itemized – upcoming
14. Time permitting, Chairs of Committees (including but not limited to those listed above) to speak on matters of their committees per their choosing.
 - a. Charlotte Wild had a question regarding ROs and guests. She wanted to bring her son to a couple of different ROs but wasn't clear on whether she could bring him. The clarification was on "kids". Vladimir said ROs are not a family event (large group), it is a professional event with the professional and their guest. He said her guest could be her son and provided an example Barbara bringing her daughter to one of the ROs.

<<< PayAnywhere >>

Muzaffar provided the information below [in blue] without knowing we already had the devices in hand. There were no charges showing or no evidence that we had activated and/or were using any devices.

Jeff stated he activated his device upon receipt. Vladimir stated there would be an inactivity fee showing every month for year if that were the case. Either the device didn't actually activate or we aren't being charged the fee. Muzaffar requested the device information [serial #, etc.] so he could look into it.

Vladimir requested that Jeff and Muzaffar put together an action plan on who needs to do what to get to the correct state so that when we get to a restaurant everything will work and we will understand the consequences of using these devices (fees, percentages, etc.)

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We have few options to start payment at the Door:

1. Mobile Reader: 3 in 1 Bluetooth credit card reader [The Section has 3 of these devices. Vladimir, Jeff Parnes, and Mike Coleman (?) have the devices.]
 - a. \$59 and \$3.99 Inactivity fee
 - b. <https://www.payanywhere.com/hardware/3in1-credit-card-reader>
 - c. Advantages:
 1. Traditional magstripe credit cards.
 2. EMV chip cards.
 3. NFC contactless payments like Apple Pay and Samsung Pay.
2. The portable credit card terminal A90
 - a. \$350 and 9.95 monthly fee for free replacement and \$3.99 Inactivity fee
 - b. <https://www.payanywhere.com/hardware/smart-terminal>
 - c. Advantages:
 1. Traditional credit cards via a magstripe reader.
 2. EMV chip cards.
 3. NFC contactless payments like Apple Pay and Samsung Pay.
 4. PIN debit payments.

Charges [fees] for both options:

1. Pay as you go:
2. Swiped, Dip, or Tap: 2.69%
3. Keyed: 3.49% + \$0.19

For Daily or weekly use have different rates.

The meeting adjourned at 6:58 pm. Vladimir confirmed Connie could share the screen in preparation for her presentation at the following Member Meeting.

Action Items (Carryover from prior SLC Meeting)

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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November 2022 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Create action plan for PayAnywhere device implementation, use and consequences	Jeff Parnes and Muzaffar Zaffar	TBD	
2	Create an action plan for the Anniversary	Jeff Parnes and Ken Rapuano	TBD	
3	Jeff to work with Muzaffar and ensure he has been trained on Treasurer duties	Jeff Parnes and Muzaffar Zaffar	TBD	

August 2022 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Find out if ASQ reimbursement forms are still needed since BillHighway has them built into the review/approval process.	Ken Rapuano	10.16.22	

July 2022 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Find out rules on the required standing/status of a retired member to hold a position on the board.	Ken Rapuano	8.10.22	
2	Find out rules on quorum for meetings / voting. Since we have elected officers who also fill	Ken Rapuano	8.10.22	

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Item	Action	Assigned to	Date Due	Date Done
	appointed positions, can count a person twice for quorum. It wasn't a concern this time, but it could be in the future			

April 2022 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	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	Pending the scheduling of next Vision Meeting.

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	9.15.2022	10.16.2022

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	Pending

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.	Ongoing
2	Follow the online setup instructions for PayAnywhere device.	Vladimir Mike Jeff Muzaffar	Before payment team meeting (Item 4)	Pending Pending Complete Pending
3	Complete research into whether PayAnywhere device can be used for online payment (fallback would be ePly or PayPal).	Vladimir Mike Jeff	Before payment team meeting (Item 4)	Yes
4	Set up and conduct meeting for Payment Team to familiarize with PayAnywhere device	Vladimir Mike Jeff Muzaffar	2.23.2022*	Pending
5	Dry run of virtual streaming setup	Jeff	2.23.2022*	10.29.2022
6	Meeting to better define welcome committee and set expectations	Leslie Sara	2.28.2022	Pending

* 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"> 1. Status of PayAnywhere device shipments 2. Status of reimbursement for returning old payment devices. 3. Are there any ePly electronic forms available to use as templates for registering and accepting payment online? 	Jeff	12.31.21	12.8.21 (resolution pending for Question 3) Answer to #3 is yes, there is.

* Action item from Products and Services Catalog review

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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	Pending
3	Set up meeting with Vladimir, Jeff, and Cyndi for DB management/maintenance.	Vladimir, Jeff, Cyndi	TBD	Pending
4*	Formulate and bring RU questions to Michael Kirchner.	Vladimir	10.6.21	Initiated; resolution pending

* Action item from Products and Services Catalog review

Member Meeting

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Location	WebEx				
Date	November 9, 2022	Time	7:00pm – 8:30pm	Duration	1.5 Hours
Presentation:					Speaker:
2022 Ranger Outings: A Year in Review					Connie Broadie
Section Business Discussed:	<p>Volunteer Opportunities</p> <ul style="list-style-type: none"> - Elections <ul style="list-style-type: none"> o ASQ Requirements: <ul style="list-style-type: none"> • Minimum for Section’s Good Standing with ASQ: • 3 Elected Positions: Chair, Secretary, Treasurer • Bound by 2 consecutive elected terms January – December • Election held at the 10/12/22 Section Meeting o Elected Positions: <ul style="list-style-type: none"> • Chair: <ul style="list-style-type: none"> • 2022 – Vladimir Nesterovich, elected for 1st term • 2023 – Ken Rapuano, elected for 1st term • Vice Chair (optional position): <ul style="list-style-type: none"> • 2022 – Ken Rapuano, elected for 1st term • 2023 – Vladimir Nesterovich, elected for 1st term • Secretary: <ul style="list-style-type: none"> • 2021 – Connie Broadie, elected for 1st term • 2022 – Connie Broadie, re-elected for 2nd term • Treasurer: <ul style="list-style-type: none"> • 2022 – Kyu Jang, re-elected for 2nd term, served through 4/30/22, resigned • 2022 – Jeff Parnes, appointed since 5/1/22 to complete the 2022 term • 2023 – Muzaffar Zaffar, elected for 1st term - Appointed Positions <ul style="list-style-type: none"> o Appointed (non-elected) positions <ul style="list-style-type: none"> • NOT under ASQ Election Requirements • You can <u>join</u> helping the Section <u>at any time</u>. • You can <u>resign at any time</u>. o Nominations: <ul style="list-style-type: none"> • If you are interested in helping out, you should not wait for elections or next year. • Make your interest known at any time: <ul style="list-style-type: none"> • Barbara McCullough, Nominating Chair, nominations21@asq0511.org • Section Chair holds the appointment authority. - Recertification Chair <ul style="list-style-type: none"> o If you need RUs, please ask Recertification Chair for help. <ul style="list-style-type: none"> • Muzaffar Zaffar is the Recertification Chair since 9/9/22. o His primary responsibility: <ul style="list-style-type: none"> • Help you <u>analyze</u> your <u>RU Gap</u>. • Help you <u>develop</u> your <u>RU Plan</u> toward your recertification. • <u>Identify volunteer work</u> that you can do for the Section <u>to earn needed RUs</u>. 				

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	<ul style="list-style-type: none"> ○ Do not delay asking Muzaffar for help if you are short on RUs. <ul style="list-style-type: none"> • You will have NO EXCUSE to miss <u>your recertification</u> due to lack of RUs. • Reach out to Muzaffar at recertification22@asq0511.org <ul style="list-style-type: none"> • Explain how much RUs you need, • when you need them, and • what type of volunteer work best suits you. – Streaming Initiative <ul style="list-style-type: none"> ○ The Section is developing an online live streaming capability to support its future in-person meetings <ul style="list-style-type: none"> • This will allow continuing to engage people who can attend only online. ○ Jeff is the lead of this initiative. <ul style="list-style-type: none"> • Four (4) volunteers met at Jeff’s house on Sat 10/29/22 to test the equipment: <ul style="list-style-type: none"> • Vladimir Nesterovich (Chair) • Ken Rapuano (Vice Chair) • Muzaffar Zaffar (Vice Treasurer) • Leslie Braun (Finance Chair) ○ Need additional volunteers. <ul style="list-style-type: none"> • 1st call for help was issued 8/11/21 • If interested, please contact: <ul style="list-style-type: none"> • Muzaffar Zaffar, Recertification Chair • Jeff Parnes, Streaming Initiative Lead
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Next Member Meeting:

Location	Webex				
Date	December 14, 2022	Time	7:00pm – 8:30pm	Duration	1.5 Hours
Member Meeting					Speaker:
Professional Night: Path to Quality					Quality Professionals of ASQ Section 0511