

**Meeting Agenda and Minutes**

<b>For</b>	ASQ Section 0511 Section Leadership Committee Meeting				
<b>Location</b>	Remote Conference				
<b>Date</b>	December 14, 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	Vice Chair	X*
Connie Broadie	<b>Secretary</b>	--
Jeff Parnes	<b>Treasurer</b>	X*
Muzaffar Zaffar	Vice Treasurer	X*

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

<b>Officer</b>	<b>Position</b>	<b>Present?</b>
Charlotte Wild	Audit Chair	--
Mike Coleman	<b>Membership Chair</b>	--
Barbara McCullough	<b>Nominations Chair</b>	X*
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	X*
Seema Garg	Placements Chair	--
Connie Broadie	Historian	--
	Voice of the Customer	
Jeff Parnes	Electronic Media	--
	Webmaster	
Sara McAlpine	Welcome Chair	X*

Other Attendees:

<b>Attendee</b>	<b>Position</b>	<b>Present?</b>
Bill Eastham	--	X*

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**

Ken confirmed we have Quorum; two elected and three appointed.

ASQ Section Board

Agenda

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## ASQ Section 0511 Leadership Committee Meeting Minutes – December 2022

1. Meeting Minutes approval
  - a. November 2022
  - b. Approved as submitted.
2. Program - Professional Night
  - a. Moderators: Vladimir, Ken, Sara.
  - b. Will be accompanied by a usual call for volunteers
3. Future Programs
  - a. December – Professional Night
  - b. January – Chair Report, professional night continued.
  - c. February – Ranger Outing; Holocaust Museum? Proposed Date = February 11.
  - d. March – Community Matters Part 2
  - e. April – Quality Matters?
4. Round Table Reports – Around the Table for Attendees
  - a. Barbara – She was asked if we are still awarding scholarships. Vladimir – The Section decided that this was not an effective use of Section funds and was better spent to support active members in the ROs. ROs are a better value and provide opportunities to meet and interact for the members. In addition, we still subsidize conference attendance.
  - b. Carolyn – She’s always open to suggestions for ranger outings, including constructive criticism. Vladimir – there is a spreadsheet for submitting ideas, but if you can’t find it, email ideas directly to Carolyn.
  - c. Jeff – The only charge for Nov was a \$17 admin fee; now instead of getting interest on our account, we lose money. Vladimir – ASQ announced at the last regional meeting they are contemplating paying interest on deposited funds. Jeff – That will not counteract a \$17/monthly fee. Vladimir – ASQ is looking at investing; however, there is little to no control at local level. Jeff – Also, when Bill Highway Admin access was given to Muzaffar, Jeff lost his rights and has had to create work arounds to access information to run the Treasurer report. He cannot submit his two claims through Bill Highway so he has resurrected the old system within our website to submit his two claims. Vladimir – instructed Jeff to submit the claims to Muzaffar who will enter them, and Vladimir will approve. Jeff - Also, regarding the website – he hasn't gotten images from the last RO. He would like to get those to post on our website. He will send a dummy schedule for the first four months of next year. He will send an announcement out mid-December for people to hold the date for the next four meetings/events.
  - d. Ken – mentioned the need to catch up on the Quality Matters Reports from previous programs. Vladimir – the materials are available; it is purely a matter of bandwidth. Other priorities did not allow for this. He told Ken not to blame himself. Ken – he looks forward to serving as the Chair next year. He has big shoes to fill, and he will do his best. Vladimir – One thing to remember is that January is the Chair Report. Ken – Yes, he has started to compose that in his head. Vladimir – There are several resources to use for the report: last year’s report, Product & Services catalogue, Ken’s (not Vladimir’s) priorities, and Vladimir’s assistance. Get with Vladimir early to mid-December to get that in motion. Vladimir – We will work further offline.
  - e. Leslie – She has been busy this year. She is interested in what we are doing in the next year. Her recertification is this year. She will do maybe one more after that. She has not connected with Sara in a little while. Vladimir - Sara is not yet on the call but is expected to be one of the moderators at the 7 pm meeting. Ken was asked to reach out to her. Vladimir – Leslie, it was definitely very helpful that you joined the welcome committee with Sara, and all the work that you did. One of the priorities is that we have multiple ideas in this area that will become Ken’s priority for the next year. We hope that you will continue lending your services in this area because they are really needed. He does appreciate Sara and Leslie. Leslie - You are welcome and wishing all a healthy happy 2023. Several commented in like.
  - f. Muzaffar –He sent out the Treasurer’s report earlier today. Jeff already mentioned his expenses. The current balance is \$24,832.78. The other topic is the PayAnywhere device. There are three that are connected to our Bill Highway account. They are very easy to use. Jeff has one. We need to find where the other two are. Vladimir – I have one and Mike Coleman has the other.

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He will gladly confirm this. The issue is he needs to learn how to use it. It is about the implementation. Muzaffar – has figured that out; it’s software that is downloaded from iPhone and Android App Store. Once it is configured it then runs smooth. Vladimir – please commit it to a small piece of writing so that device holders will have a short description of how to use the device. Jeff – also need to redistribute the devices based on the office held. Since Jeff is on the Finance Committee, it would make sense for Vladimir to transfer his device to Muzaffar rather than Jeff transfer his. Vladimir – We can have a similar conversation with Mike, so if Mike is not available, we can find who the best holder is. The issue is that the payment method still needs to be implemented. Muzaffar – That is all I have. Jeff – met with Muzaffar on Thanksgiving Day; in addition to going over the PayAnywhere device, Jeff showed Muzaffar how to run reports in Bill Highway and showed him how to post things to the website in his absence. Vladimir – thanked Jeff in showing Muzaffar these things and stressed the importance of not having a single point of failure when only one person knows or has access to do these things. Jeff – if you can find the instructions sent a decade ago, they should still work. He will work with Muzaffar and give them the same instructions, so they are on the same page. Vladimir - Wonderful!

- g. Sara (joined at 6:40) – Nothing new to report. Vladimir – We all know the importance of engaging new members into Section activities. This will be one of the priorities for Ken as Chair next year. The Welcome Committee has addressed a significant flaw that existed in the paradigm back then. Ken, it is on you to improve its productivity by seeing what the current weaknesses are and where additional improvements can be made.
- h. Vladimir – Expressed delight to have been Chair and gratitude for the work of the SLC; this will be his last meeting chairing and he has enjoyed it. Barbara – appreciates that he stepped up when we really needed him the most. That was awesome. Vladimir - When there is a gap, and someone is missing to do something, the Chair needs to fill that gap. He only volunteered to be the Chair, but has done significantly more than that, because needs arise, and time is short, and things need to be done. He will leave it at that as not to scare Ken. He was simply letting Ken know how he approached being Chair. Ken will decide what it is he will be doing.

Carolyn – had a question about recertifying as a CQA, who to contact. Vladimir - work with me offline.

The meeting adjourned at 6:59 pm.

Action Items (Carryover from prior SLC Meeting)

<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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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	11.24.22
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	11.24.22

August 2022 Action Items

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

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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 appointed positions, can count a person twice for quorum. It wasn't a concern this time, but it could be in the future	Ken Rapuano	8.10.22	

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	<b>Pending the scheduling of next Vision Meeting.</b>

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	<b>10.16.2022</b>

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>Ongoing</b>
2	Follow the online setup instructions for PayAnywhere device.	Vladimir <del>Mike</del> Jeff Muzaffar	Before payment team meeting (Item 4)	<b>Pending</b> <b>Pending</b> <b>Complete</b> <b>Pending</b>
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)	<b>Yes</b>
4	Set up and conduct meeting for Payment Team to familiarize with PayAnywhere device	Vladimir <del>Mike</del> Jeff Muzaffar	2.23.2022*	<b>Pending</b>
5	Dry run of virtual streaming setup	Jeff	2.23.2022*	<b>10.29.2022</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: 1. Status of PayAnywhere device shipments	Jeff	12.31.21	<b>12.8.21</b> <b>(resolution</b>

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	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?			<b>pending for Question 3)                  Answer to #3 is yes, there is.</b>
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\* 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; resolution pending</b>

\* Action item from Products and Services Catalog review

Member Meeting

<b>Location</b>	WebEx				
<b>Date</b>	December 14, 2022	<b>Time</b>	7:00pm – 8:30pm	<b>Duration</b>	1.5 Hours
<b>Presentation:</b>				<b>Speaker:</b>	
Professional Night: Path to Quality				Quality Professionals of ASQ Section 0511	

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<b>Section Business Discussed:</b>	<ul style="list-style-type: none"> <li>• Beginning from January 2023, meetings will be led by Ken Rapuano, the Section 0511 Chair elected for 2023.             <ul style="list-style-type: none"> <li>– Ken will lead you to great meeting experiences!</li> </ul> </li> <li>• Outside of work, Ken:             <ul style="list-style-type: none"> <li>– Still playing Dungeons and Dragons</li> <li>– Known to take an occasional interest in beer brewing, history, sports, computer games, and cats.</li> </ul> </li> <li>• Ken was elected:             <ul style="list-style-type: none"> <li>– Section 0511 Secretary for 2019-2021,</li> <li>– Section Vice Chair for 2022.</li> </ul> </li> <li>• Additional responsibilities:             <ul style="list-style-type: none"> <li>– Earlier in 2022, Ken stepped up additionally to serve as the Section’s Compliance Officer.</li> <li>– He also leads the Quality Matters Reports initiative that has resulted in several reports on Quality Matters Round Tables.</li> <li>– Now, Ken is also the Community Matters Initiative Lead.</li> </ul> </li> <li>• In January 2022, we introduced the Section Chair Report             <ul style="list-style-type: none"> <li>– Section Chair briefed on ASQ developments and what the Section does for its members.                 <ul style="list-style-type: none"> <li>• This includes the Section’s Strategy, Priorities, and a walk-through of initiatives that the Section carries out.</li> </ul> </li> <li>– Vladimir Nesterovich, the 202 Section Chair did this report in January 2022.</li> </ul> </li> <li>• Ken Rapuano, the 2023 Section Chair will deliver such a report in January 2023             <ul style="list-style-type: none"> <li>– Ken will brief you on what has been achieved and what new challenges have arisen – it will be worth a listen! – to include:                 <ul style="list-style-type: none"> <li>• Recertification Strategy and our new Recertification Chair Muzaffar Zaffar</li> <li>• Section’s Streaming Capability for onsite venues</li> <li>• Program diversity – more than a dozen of program types</li> </ul> </li> </ul> </li> <li>• Professional Night, cont’d             <ul style="list-style-type: none"> <li>– For those who will not speak up tonight.</li> </ul> </li> <li>• Ranger Outing:             <ul style="list-style-type: none"> <li>– This will be our first Winter-time Ranger Outing in a while.</li> <li>– The last wintertime one was “Lost Rhino Brewery” on January 24, 2012 – 11 years ago!</li> </ul> </li> <li>• February 11, 2023: “United States Holocaust Memorial Museum”             <ul style="list-style-type: none"> <li>– Working toward it.</li> <li>– As with all our Ranger Outings, we plan on having:                 <ul style="list-style-type: none"> <li>• Both the tour</li> <li>• And the networking lunch</li> </ul> </li> </ul> </li> </ul>
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**Next Member Meeting:**

<b>Location</b>	Webex				
<b>Date</b>	January 11, 2023	<b>Time</b>	7:00pm – 8:30pm	<b>Duration</b>	1.5 Hours
<b>Member Meeting</b>					<b>Speaker:</b>
1) Section Chair Report 2) Professional Night (cont’d)					1) Ken Rapuano, Section 0511 Chair 2) Quality Professionals of ASQ Section 0511