

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Meeting via WebEx				
Date	March 8, 2023	Time	6:00 – 6:54 pm	Duration	54 Minutes

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?
Ken Rapuano	Chair	X*
Vladimir Nesterovich	Vice Chair	X*
Connie Broadie	Secretary	X*
Muzaffar Zaffar	Treasurer	X*
Vacant	Vice Treasurer	--

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	X*
Carolyn Miller	Arrangements Chair	X*
Muzaffar Zaffar	Recertification Chair	X*
Cyndi Reichardt	Database Administrator	--
Muzaffar Zaffar	Education Chair	--
Leslie Braun	Finance Chair/Welcome Committee	X*
Seema Garg	Placements Chair	--
Connie Broadie	Historian	X*
	Voice of the Customer	
Jeff Parnes	Electronic Media	X*
	Webmaster	
Sara McAlpine	Welcome Chair	X*

Other Attendees:

Attendee	Position	Present?
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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.

ASQ Section Board

Agenda

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1. Meeting Minutes approval
 - a. February 2023 Minutes were approved.
2. Member Unit Operating Agreement is due for review and signature by the Section Chair by March 31, 2023. Ken stated he hoped to get to that by the end of the week. [Re: Action Plan below in February 2023]
3. Anniversary
 - a. Section Founding Date – September 11, 1983
 - b. Jeff and Ken are commemoration leads.
 - i. Ken apologized to Jeff for not yet reaching out to start hashing out the timeline and critical events. He has had unavoidable priorities that have taken his time recently but hoped that he and Jeff would be able to meet in the next week or so.
 - ii. Jeff asked that Ken send him dates and times that worked for him and Jeff would let Ken know which of those worked for him. Ken let Jeff know that would be great. [Re: Action Plan below in November 2022]
 - c. Event slated for Fall 2023, looking at October.
 - d. Need to set up meetings with Co-leads and historian, and any additional volunteers.
4. Next RO – Saturday, April 15, 2023
 - a. Morven Park, Leesburg
 - b. \$10 admission, but free parking
 - c. Networking lunch – catered/box lunches in the picnic area (like with Paradise Springs).
 - i. Ken commented that he thought the Panera Bread box lunches we had at Paradise Springs worked well.
 - d. Minimum is 16
 - e. Additional planning needs
 - i. Ken thanked Carolyn Miller for getting the tour arranged. He was really looking forward to the event. He asked if there were any outstanding planning needs.
 - ii. Carolyn stated she would pick up the box lunches of her choosing. There would be assorted regular and veggie versions. She asked that someone bring the sign-in sheet. She said she would be there with her ASQ sash.
 - iii. Jeff mentioned that he already created a ‘save the date’ announcement on our website and sent out a notice in yesterday’s mass mailing. He said all that was needed was for someone to set up the ePly link and publish it so we can start encouraging people to sign up. He asked that we look at the announcement on the website and let him know what changes need to be made. If we can get all the information out this week or next, we are ahead of the game.
 - iv. Ken reminded everyone that we are on a shorter timeline than in the past. We only have tonight’s meeting to announce this.
 - v. On a separate note, Ken added that he would not be able to attend the program tonight and thanked Vladimir for taking over to chair that portion of the membership meeting.
 - vi. On another separate note, Charlotte excused herself from the meeting to make sure she was prepared for her moderation of the round table this evening. Ken thanked her.
 - vii. Vladimir asked Ken if he still needed the plan for what needs to be done. He had the impression that nothing needed to be done other than someone needing to set up the ePly page.
 - viii. Ken asked who was able to set up the ePly page.

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- ix. Vladimir stated that he has planned the ROs and prepared the announcements for the last two years and there were several things that needed to be addressed and asked Ken if he wanted him to provide the plan or to bow out.
 - x. Jeff mentioned that he would update the webpage with details provided by the Arrangements Chair. Jeff had previously created the announcements based on details provided by the Arrangements Chair, but since Vladimir had been doing them, he would post what Vladimir provided.
 - xi. Ken said it sounded like we needed a punch list. He said he would take care of the Roster / Sign-in sheet. Vladimir said he could provide the plan and asked Ken if he wanted him to do that. Ken replied yes, please.
5. Treasurer Report, through Feb 28
- a. \$25,350.10 in available funds
 - b. Income +\$99.73 for February
 - c. Carolyn's reimbursement of \$392.46 to date in March. Carolyn has not yet received it, but received notice that it was processed.
 - d. +\$926.77 for CY 2023
6. Membership Report
- a. February 2, 2023 paid membership = 437
 - b. March 4, 2023 paid membership = 424
 - c. Ken was not sure what was in the normal range of fluctuation in Paid Membership for the Section.
7. Program Future:
- a. March – Quality Matters Round Table moderated by Charlotte Wild tonight. The topic is Agile and Quality.
 - b. April – Ranger Outing at Morven Park.
 - c. May – Ken – EED Part 2; Ken has content since it's sparse on the EED community site
8. May – In-person Section meeting?
- a. Essential functions (PayAnywhere and Streaming) need to be staffed and ready
 - i. Muzaffar is confident we will be able to use the device at this event. Jeff also volunteered to work with him to ensure it is working properly.
 - ii. Jeff and Ken discussed using ePly for registration and meal purchase.
 - iii. Ken is going to work on the punch list and get bodies working on the May event action items.
 - b. Venue needs to be electronics friendly and have sufficient space for the Streaming setup
 - i. Ken highlighted previously discussed cons of our prior venues while reiterating our needs for a large enough space, quiet environment, enough trained staff to run the steaming equipment and an electronics friendly space.
 - ii. Jeff said we would need to revert back to having 30 minutes between SLC meeting and member meeting to allow people to show up and get the streaming equipment set up. Ken agreed. It was previously SLC Mtg 6-7, dinner 7-8, program 8-9.
 - iii. Jeff will check to see if one of the government centers is open/available for this. If available, it would meet our needs. Someone will need to look at food options to be brought in.
 - iv. Ken mentioned the benefit of bringing in the food. It would shorten the time needed for dinner since there would be no ordering, waiting, being served, etc. This would give us the time needed to setup for streaming. Ken asked Jeff if he would please proceed in seeing if there was availability at one of the centers.

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- v. Ken brought up staffing needs to operate the streaming equipment. He thought we would be OK for setup but was concerned about help during the meeting. Jeff said we should be OK if the cameras were set up properly. When passing the microphone around, we need to remind people to hold it close to their mouth.
 - vi. Ken mentioned that since Carolyn is not local, we would need someone local to arrange pickup or delivery of the meal. He thought that would have to be done by the Friday before the meeting. Carolyn said a couple of days in advance should be sufficient notice. It depends on where we are getting the food from.
 - c. Need to be flexible if Covid situation worsens.
 - i. This no longer seems to be an issue. We have reached our new normal.
9. Staffing [carry-over from last month]
- a. Engagement strategy first draft developed by Vladimir as Strategy Chair
 - b. Requires an Engagement Chair to work in concert with the Nominations Chair, Recertification Chair, and Section Chair and Vice-Chair
 - i. Ken said he unfortunately has not been able to make any progress on this.
 - c. Engagement Chair would turn “cold bodies” into “warm bodies”
 - d. This involves both bringing in those who volunteer (passive) and finding and motivating members to volunteer (active)
 - e. Volunteers are needed for a variety of tasks in three broad categories:
 - i. Program leads (we have ~20 program types, but only Vladimir, Carolyn, Connie, and Ken are leads) – could be a presenter on occasion, but would work with volunteers to sharpen their individual program
 - ii. Discrete program presentation: Moderate a QM Round Table, present an annual review of the year in QP, introduce a Community.
 - iii. Operational: Assist in setup, running, and breakdown of streaming; backup for web and database functions; take a lead or committee assignment from an SLC
 - f. Carolyn asked if there were requirements for board members to be active in order to maintain their board position and collect RUs.
 - i. We have many needs within the section and have no-show board members who are not active but still maintain their position and collect their RUs.
 - ii. She proposed, if there wasn't something in the regulations already, that if someone is a board member, committee lead or whatever, they need to at least show up to 70% of the meetings.
 - iii. We have been dangerously close to not meeting quorum at our meetings.
 - iv. She has been getting increasingly frustrated over the last several months.
 - v. She wasn't sure if we were still using the website. She just looked at it and it is outdated. There are people showing as still on the board that are not even section members. It looks ridiculous. If we are not using it, we should get rid of it.
 - vi. Ken stated that the website was supposed to be migrated over to myASQ, however myASQ was not supportive of our needs. Now myASQ is in the process of changing to another platform.
 - vii. Ken stated that her point was taken and that he knew the website was just an example of her frustration.
 - viii. Carolyn concurred and said she also had not been able to get her attendance records to complete her recertification journal. For everything that she does and for the same four people that show up and seem to do all the work, she is kind of at her wits end. She loves doing the arrangements, but she is almost ready to tip off the fence and say she is done.
 - ix. Vladimir said he seconded her (was in agreement with her).

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- x. Carolyn said feels like we have board members who don't even care enough about the section, like she does, to show up and that makes her sad. People need to show up, or she is done. There is no point in it anymore for her. All it does is make her upset. We keep asking for help and nobody is doing anything. We have board members not showing up, we have board members collecting RUs but not doing the job at hand. That is not representative of a quality organization that she thought she was a part of.
- g. Jeff announced that we had a passing of a past board member who was active until he passed away on the 16th of February. His name is Geoffrey Withnell. His wife notified us in response to a recent email.
 - i. In past times we have sent a card and some of us collected money to send. He brought it up to see if we wanted him to make a card as he has in the past, whether or not we wish to send flowers or something of remembrance to the family of a past Chair Elect, as he recalled was his most recent position.
 - ii. Carolyn thought it was a good thing to bring up, but it was a separate topic than the one we were just talking about. Ken agreed.
 - iii. Jeff said time was of the essence. He hated to do it in April when he passed in February.
 - iv. Ken seconded the sending of a card in the name of the section. He wasn't sure if there was anything in the announcement such as in lieu of flowers, but as a non-profit, he wasn't sure we could make charitable donations. Jeff said we have never made charitable donations from the section. Members offered to pitch in money to Jeff through PayPal so Jeff could send a card or flowers. This is never a Section contribution, it's an individual board member contribution. Ken ask Jeff to get the card in motion, and if he could send out a message to the SLC similar to what was done when Mike Coleman's partner passed. Jeff agreed to do so.
 - v. Ken remembered talking with Geoff, he remembered his program where he went over his lifetime experiences in quality. He stated that is very sad news. He didn't know him as well as Paul Mills but had spoken with him several times over the course of several meetings when he was more actively attending before he retired.
 - vi. Vladimir said he also remembered that night too.
 - vii. Jeff said it was at Not Your Average Joes.
- h. Sara had two quick announcements to make.
 - i. She wasn't sure if Leslie provided an update, she has been on the road most of the day, but she said the Welcome Committee would have an update for us next month.
 - ii. She wanted to say the Udvar Hazy RO sounded wonderful. She wanted to go but had promised to help a neighbor that day, so she didn't go, but it sounds like it was great.
 - iii. Ken said it was great. He planned to go back. He then mentioned that Leslie had been on the call but had technical difficulties, so she had dropped off for a majority of the call, but she was back on. She came back online maybe 5-10 minutes before Sara.
 - iv. Leslie confirmed her technical difficulties. She had to switch computers and it took a while to launch the program. She said she did not have any updates to Sara.
 - v. Vladimir confirmed that we saw Leslie's messages but couldn't do anything about her sound.
- i. Carolyn requested that since her issues were not being addressed in this meeting that Connie ensure her comments are formally included in the meeting minutes.
 - i. Connie confirmed yes.
 - ii. Ken asked Muzaffar if he would research whether there is a standard set by ASQ for Officer participation in order to qualify for the RU or does ASQ basically expect the Section Chair to handle things at their discretion?
 - iii. Muzaffar confirmed yes.
- j. Connie requested to have a couple of minutes to review any changes to the program with Ken needing to leave.

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- k. Ken motioned to adjourn the meeting. Connie seconded the motion provided no one had anything else they wanted to say.
- l. Ken apologized that he was not able to stay. He thanked everyone and said he really wanted to talk more on topic # 9 [Staffing] to see if we couldn't make some progress there and hoped tonight's topic was an enlightening conversation.

The meeting adjourned at 6:54 pm.

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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March 2023 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Get dates to Jeff that will work for a meeting to start coordination on Anniversary Event in Oct.	Ken Rapuano	03.17.2023	
2	Get Ken the action plan for the upcoming RO.	Vladimir	TBD	
3	Check availability of Govt Centers for meeting space for the May 10 th meeting.	Jeff Parnes	03.17.2023	03.15.2023
4	Develop action plan for May Member Mtg and start contacting people to assist with action items	Ken Rapuano	TBD	

February 2023 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Follow up with Muzaffar Zaffar to ensure that the email notifications are updated with the Treasurer23@section0511.org email address.	Ken Rapuano	TBD	
2	Look into details on the Section subsidizing SLC members to attend World Conference.	Ken Rapuano	03.20.2023	03.17.2023
3	Submit Member Unit Operating Agreement	Ken Rapuano	03.31.2023	

January 2023 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Find out / confirm who approves when the Chair is the submitter for reimbursement.	Ken Rapuano	TBD	

November 2022 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Create an action plan for the Anniversary	Jeff Parnes and Ken Rapuano	TBD	

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	

July 2022 Action Items

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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	Pending the scheduling of next Vision Meeting.

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	Follow the online setup instructions for PayAnywhere device.	Vladimir Mike Jeff Muzaffar	Before payment team meeting (Item 4)	Pending Pending Complete Pending
2	Set up and conduct meeting for Payment Team to familiarize with PayAnywhere device	Vladimir Mike Jeff Muzaffar	2.23.2022*	Pending

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

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

Location	WebEx				
Date	March 8, 2023	Time	7:00pm – 8:30pm	Duration	1.5 Hours
Member Meeting					Moderator:
Quality Matters Round Table: Agile and Quality					Charlotte Wild
Section Business Discussed:	– Section Business: <ul style="list-style-type: none"> ○ Ranger Outing: February 2023 ○ Results for the Udvar-Hazy Center Poll ○ April 2023 – Ranger Outing – Morven Park Mansion Tour 				

Next Member Meeting:

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Location	17195 Southern Planter Lane, Leesburg, VA 20176				
Date	April 15, 2023	Time	11:00am–12:00pm	Duration	1 Hour Guided Tour
Member Meeting					Speaker:
Morven Park Mansion Tour and Networking Lunch					1) Dedicated Docent

The screenshot shows a Zoom meeting interface with a document open. The document content is as follows:

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 - a. February 2023 were approved.
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 - a. February 2, 2023 paid membership = 437
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7. Program Future:
 - a. April – Ranger Outing

Leslie left, had technical difficulties. Leslie came back. Charlotte left to practice / prepare for moderating the 7pm event.

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8. May – In-person Section meeting?
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 - b. Requires an Engagement Chair to work in concert with the Nominations Chair, Recertification Chair, and Section Chair and Vice-Chair
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 - e. Volunteers are needed for a variety of tasks in three broad categories:
 - i. Program leads (we have ~20 program types, but only Vladimir, Carolyn, Connie, and Ken are leads) – could be a presenter on occasion, but would work with volunteers to sharpen their individual program

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The screenshot shows a Cisco Webex meeting interface. At the top, there are video thumbnails for participants: Muzaffar Zaffar, Ken Rapuano HGL, and another participant. Below the thumbnails is a Microsoft Word document titled "20230308-Board-Agenda-v0.01". The document content includes:

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On the right side of the meeting window, there is a "Participants (9)" list:

- Connie Broadie (Me)
- Northern Virginia Se... (Host)
- Ken Rapuano HGL
- carolyn miller
- Jeffrey Parnes
- Leslie Braun
- Muzaffar Zaffar
- Ndeye Traore
- Northern Virginia Section...

At the bottom of the meeting window, there are controls for Unmute, Stop video, Share, and a chat window.