

## Meeting Agenda and Minutes

<b>For</b>	ASQ Section 0511 Section Leadership Committee Meeting				
<b>Location</b>	Mason District Government Center & Remote via WebEx				
<b>Date</b>	May 10, 2023	<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?
Ken Rapuano	<b>Chair</b>	X
Vladimir Nesterovich	Vice Chair	--
Connie Broadie	<b>Secretary</b>	X
Muzaffar Zaffar	<b>Treasurer</b>	X
Vacant	Vice Treasurer	--

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

Officer	Position	Present?
Charlotte Wild	Audit Chair	--
Leslie Braun	<b>Membership Chair</b>	X
Barbara McCullough	<b>Nominations Chair</b>	--
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	X
	Voice of the Customer	
Jeff Parnes	Electronic Media	X
	Webmaster	
Sara McAlpine	Welcome Chair	X

Other Attendees:

Attendee	Position	Present?
Luke Burke	Section 0511 Member	Last 10 minutes

### 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 that we had Quorum.

## ASQ Section 0511 Leadership Committee Meeting Minutes – May 10, 2023

### ASQ Section Board

#### Agenda

1. Meeting Minutes approval
  - a. April 2023 Meeting Minutes were approved with one change made. Leslie was added as Membership Chair.
2. Treasurer Report
  - a. \$24,563.56 in available funds
  - b. Income –\$1004.32 for April, most of which was put toward RO.
  - c. + \$50.23 for CY 2023
3. Membership Report
  - a. April 4, 2023 paid membership = 421
  - b. May 4, 2023 paid membership = 410
  - c. Net loss of 10 professional and 1 student member. Ken was unsure if that reflects the overall trends in ASQ.
4. Future Programs:
  - a. June – Report from WCQI (Carolyn and Connie)
  - b. July – RO. Jeff Parnes is a member of the Holocaust Museum and is working to get a tour booked there.
  - c. August – Presentations by Recertification Chair (Muzaffar) and Welcome Chair (Sara)
    - i. Challenge: Fully develop the Recertification and Welcome strategies. Ken explained their roles, how they align with the Products and Services Catalog and the need to update Recertification position description and create a position description for the Welcome Chair.
    - ii. Ken will be reaching out to Muzaffar and Sara to go over the direction. Vladimir will have input as well since a lot of this stems from his idea with the Products and Services Catalog that he originally came up with. We offer Products and Services. Our Product is RUs. We need to get people in to get their RUs by serving and hopefully, eventually this will spread the work out, and then bring in another wave of people to take over positions that have term limits or those that are aging out or have been in positions for a long time.
  - d. September – RO (TBD)
  - e. October – Section's 40<sup>th</sup> Anniversary (Ken and Jeff - see below)
  - f. November – RO Year in Review (Connie and team)
  - g. December – Path to Quality
  - h. January 2024 – RO
  - i. February 2024 – Chair Report
  - j. March 2024 – QM Round Table?
5. Anniversary
  - a. Section Founding Date – September 11, 1983
  - b. Jeff and Ken are commemoration leads
  - c. Event scheduled for October 14, 2023, at Maggiano's Tyson
  - d. Program and swag in the works
  - e. Ken is working on getting some guest speakers or a featured speaker that will be a big draw.
  - f. Jeff is collecting some of our history to incorporate into the program, such as photographs that can run through on a loop running in the background. They are setting up a couple of segments between meal courses to talk about the Section Milestones and things from our history.
6. Volunteer Participation
  - a. Meeting Attendance – needed for quorum
  - b. Section Work – performance and rebalancing
  - c. Communication

Meeting Date: May 10, 2023

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Meeting adjourned at 6:57pm.

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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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 <a href="mailto:Treasurer23@section0511.org">Treasurer23@section0511.org</a> email address.	Ken Rapuano	TBD	

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	

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

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>

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

Meeting Date: May 10, 2023

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Item	Action	Assigned to	Date Due	Date Done
1	Follow the online setup instructions for PayAnywhere device.	Vladimir Jeff Muzaffar	Before payment team meeting (Item 4)	<b>Pending</b> <b>Pending</b> <b>Complete</b> <b>Pending</b>
2	Set up and conduct meeting for Payment Team to familiarize with PayAnywhere device	Vladimir Jeff Muzaffar	2.23.2022*	<b>Pending</b>

\* 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	<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</b> <b>pending</b>

\* Action item from Products and Services Catalog review

Member Meeting

<b>Location</b>	Mason District Government Center & Remote via WebEx				
<b>Date</b>	May 10, 2023	<b>Time</b>	7:00pm – 8:30pm	<b>Duration</b>	1.5 Hours
<b>Member Meeting</b>				<b>Speaker:</b>	
<b>“Community Matters” The Energy and Environmental Division, Part 2</b> <b>Featuring a “Classic Presentation” from Section 0511’s Past</b>				Ken Rapuano, Section 0511 Chair	
<b>Section Business Discussed:</b>	Section Business – On-site and On-line Events – Remembering Geoff Withnell – Remembering Mike Coleman – Volunteering Opportunities – Roster of Required Positions – Membership Chair				

Next Member Meeting:

<b>Location</b>	TBD & Remote via WebEx				
<b>Date</b>	June 14, 2023	<b>Time</b>	7:00pm–8:30pm	<b>Duration</b>	1.5 hours
<b>Member Meeting</b>				<b>Speakers:</b>	
<b>2023 ASQ World Conference: Section 0511 Report</b> <i>Latest Quality Trends from 2023 ASQ World Conference on Quality and Improvement</i>				Carolyn Miller, Connie Broadie, Maria Habib	

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