

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting		
Location	Kings Park Library & Remote via WebEx		
Date	June 14, 2023	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?
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	--
Leslie Braun	Membership Chair	X
Barbara McCullough	Nominations Chair	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	X
	Voice of the Customer	
Jeff Parnes	Electronic Media	X
	Webmaster	
Sara McAlpine	Welcome Chair	X

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

Ken confirmed that we had Quorum.

ASQ Section Board

Agenda

1. Meeting Minutes approval
 - a. May 2023; Ken confirmed no changes were needed to the draft sent out for review. He made a motion to approve the minutes. Carolyn and Leslie seconded the motion to approve. There were no objections. Minutes were approved.
2. Section news
 - a. Ken stated that Carolyn will be resigning as of the June meeting. We thank her for her service to the Section – especially as so much of it has been provided remotely from her home in NJ. We've had some wonderful programs thanks to her!
 - b. Ken stated that Vladimir has indicated that he will not be serving on the SLC next year. His hard work and investment of time since early 2021 has been a massive contribution to this Section with the challenges of addressing the program situation and the ongoing Covid crisis. We are all indebted to him for what he has accomplished! Vladimir added that it was not his plan to phase out of this activity, but he doesn't see how he can continue. With Carolyn going, that is a third of the program. He was very clear all along that he would not continue with a loss of a third of the program. He coached Connie for 12 months to be the Vice Chair, but she decided that was not for her. Once Ken told him he would not be serving in any capacity next year (he coached him for two years for this), he does not see how he can continue contributing because that would mean that he would be the past chair and coaching the next Chair, the next Vice Chair, the next Ranger Outings Lead, etc. would be his responsibility. He does not see that happening. The only viable way for him to proceed further is to terminate his responsibilities. He is grateful for the nice words, but he does not think he has a choice.
 - c. Ken reiterated what Vladimir stated in that he will not be serving on the SLC next year. This is going on the second year longer than what he had originally planned on being on the SLC, and with his family situation with his father, as well as his work situation, he doesn't think he will be able to continue on next year. If it does not damage quorum, as Past Chair he would be willing to serve as Nominations Chair for next year; however, he would not be routinely coming to meetings. He has something else he will be doing on the exact same night of the month that he has not been doing in the last eight years and he really wants to start doing it again. He would be willing to serve in the capacity of Nominations Chair if not attending meetings didn't damage quorum.
3. Treasurer Report
 - a. \$22,619.45 in available funds at end of May 2023
 - i. Current balance does not include pending reimbursement of \$1844.89 to Jeff Parnes for the deposit to Maggiano's, beverages for the onsite meetings and additional equipment for the streaming to function as expected. We now have 3 cameras and a big board so that people onsite will not be watching the program from their own devices.
 - ii. Actual balance is now \$20,774.56
 - b. Income – \$1,854.11 for May; Jeff's reimbursement will be on June's report
 - c. -\$ 1,803.88 for CY 2023 through end of May
4. Membership Report
 - a. May 4, 2023 paid membership = 410, 2.6% decrease from April
 - b. June 4, 2023 paid membership = 401, 2.2% decrease from May
 - c. Net loss of 5 professional and 4 senior members
 - d. 1 New member in May's report, 2 in June's report. Ken asked Sara if she had been in contact with Leslie about the new members. He had not seen a report on whether the Welcome Committee had been in contact with the new members. Sara stated that she had called the two

ASQ Section 0511 Leadership Committee Meeting Minutes – June 14, 2023

new members in June. She spoke with one and left a voice message with the other. She also called several people who had joined in May.

5. 2024 Officers
 - a. Open elected mandatory positions:
 - i. Chair – Ken will not be in the SLC for 2024
 - ii. Secretary – Connie is term-limited and cannot be Secretary next year.
 - b. Open appointed mandatory positions:
 - i. Nominations – Barbara has moved to Texas; she has said she would continue in the role until we could fill it; however, she is trying to find a new section in Texas to join. Once that happens, we will have to have this mandatory position filled. Ken restated that he would fill this position next year if we did not find someone willing to take on the role on a permanent basis.
 - c. Open non-mandatory elected positions:
 - i. Vice-chair – will be open 2024
 - ii. Vice-treasurer and Vice-secretary – currently open
 - d. Open appointed positions – can be filled immediately
 - i. Ranger Outing Lead; although Carolyn occupied both RO Lead and Arrangements Chair, they would not need to be occupied by the same person.
 - ii. Arrangements Chair
 - iii. Program Chair; not so much to find speakers but to marshal section resources. We have programs but need Section 0511 members to deliver them. We have a lot of professional capability within the section without having to go outside the section. The Program Chair would work with Section Members to get them to step forward and prepare a presentation, prepare as a lead for Round Table, or present a Division.
 - iv. Assistant Streaming Lead; Vladimir has worked for the last 1.5-2 years to get someone to assist Jeff with streaming. We do have a handful of people who have been trained to help, but they are currently in other roles that take precedence during the meetings.
 - v. Compliance Chair; Ken is essentially the Compliance Chair, a role carried over from last year when he was Vice Chair. There is no defined role within ASQ for the Compliance Chair; however, it would seem the Chair being his own Compliance Chair would not be good practice, even though there is no rule against it.
6. Future Programs:
 - a. July – Currently open; if no program, would like an extended SLC meeting to cover Volunteer Initiative; potential RO location identified: Stabler-Leadbeater Apothecary Museum – Old Town Alexandria. Carolyn was checking into this but has not booked it due to the early start of 10am. She was waiting for a consensus that 10am would be OK. If it is, even though she has stepped down, she would make the call in the morning and get it set up for us. Ken stated that he would not be able to attend. He will be on vacation. Connie agreed to step in as host for this event. The group agreed that 10am would be OK.
 - b. August – Tentative: Report from Welcome Committee Chair and Recertification Chair
 - c. September – RO; Ken will make some calls if we don't have a RO Lead in place by then.
 - d. October – Anniversary (Ken and Jeff - see below)
 - e. November – RO Year in Review (Connie and team)
 - f. December – Path to Quality
 - g. January 2024 – RO
 - h. February 2024 – Chair Report
 - i. March 2024 – QM Round Table?
7. Anniversary
 - a. Section Founding Date – September 11, 1983
 - b. Jeff and Ken are commemoration leads
 - c. Event scheduled for Saturday, October 14, 2023, 6:00 PM at Maggiano's Tyson
 - d. Program and swag in the works

Meeting Date: June 14, 2023

- e. Have reached out to the GSA for a speaker on the President's Management Agenda, a multi-agency effort to coordinate and deliver Federal services and empower the Federal workforce.
 - f. Vladimir asked Ken if he had reached out to Michael Kirchner. Ken said he had not spoken to him yet. Jeff said they were considering Michael Kirchner as the preliminary speaker congratulating us on 40 years, but not as a main speaker.
8. Volunteer Participation
- a. Meeting Attendance – needed for quorum.
 - i. Ken said that people can do a lot of great things for the section and not come to the meetings; however, there are rules for establishing quorum and if too many people are out doing great things rather than at the meeting, we won't have quorum to be able to make decisions. That is a balancing act. We don't want to drop someone who is contributing, but we do need people in attendance to make decisions. We need to work on balancing this out.
 - ii. Carolyn Miller said she wasn't sure if there was a platform to make a motion, but there are only 12 meetings a year. If people can't be bothered to show up for at least 8 or 9 meetings, then they shouldn't be on the board, with exceptions such as prepping for exam or medical excuse, etc., but when non-attendance becomes chronic, they shouldn't be allowed to remain on the board. We have people on the board who do very little or nothing at all and they have not bothered to show up. Those people should be removed from the board or at least not receive RUs. With that said, if she could make a motion, she would like to. If we don't want to approve it that is up to us because she is stepping away, but she doesn't think it is unreasonable to expect people to show up for at least 8 or 9 meetings. The non-attendance has been very chronic. Ken stated that he thought the motion was in order. He asked if anyone would second the motion. Ken seconded the motion.
 - iii. Ken said that the events that he plans to attend next year start at 7:30pm so he could attend the SLC board meetings, but not the program meetings.
 - iv. Ken reached out to some of the board members that we have not seen in a while. He spoke with Seema who was willing to come back and be engaged. Her issue is that she is often traveling for work and in different time zones for audits. Ken will work with her to see what role he can give her other than Placements Chair. She said she likes writing so Ken will find a good fit for her. Ken reached out to Cyndi but has not received a response.
 - v. Sara asked when the motion would start. Ken said it would have to start at the start of the calendar year since we are halfway through this year. There are procedures for removing elected officers. Appointed officers serve at the pleasure of the chair and the chair can simply appoint someone else. If Ken is not able to reach Cyndi, he may need to replace her at DBA. The group discussed the various issues we are all facing. Carolyn mentioned that as a Quality Professional or any Professional, you have the courtesy of communication.
 - vi. Vladimir said his view was contrary to what we were saying. If people have stepped up to the board, they deserve care and attention. We should have and should have had a Chief of Staff whose responsibility is to know and be in touch with what exactly is going on with the people on the board. If Cyndi is not responding, the Chair should not be abandoning his responsibilities trying to find where Cyndi is. That is what the Chief of Staff is supposed to be doing. The only reason we do not know what is going on with them, the only reason we did not know that Michael Coleman had passed away two months before we found out, was because we do not have a Chief of Staff whose direct responsibility is to know such things.
 - vii. Jeff said that he thought the Vice Chair should be the one to fill the position of Chief of Staff in assisting the Chair. Ken responded that Vladimir has been quite busy supporting him in many other areas. Ken will work on developing the role.

ASQ Section 0511 Leadership Committee Meeting Minutes – June 14, 2023

- viii. Sara said she agreed that we should hold people accountable. If we pass this motion, and make it known to everybody, we are giving people a grace period until the start of next year. The thing is we really do need these people and we do need to reach out, but if the positions are not being filled, then that is also a problem. We really do need to give leeway where we can. Leslie agreed.
 - ix. Ken said he would continue to try and contact Cyndy. One of the issues with her particular position is that it can go dark for an indefinite period of time as long as people who need their RUs for recertification get a timely response. That is a service to the section that the DBA provides; timely response to members with complete and accurate accounting of their participation during their recertification period and that has not been happening. Barbara didn't get a response and when she went into the database to get the report herself the database was not up to date.
 - x. Barbara asked if ASQ HQ has offered the sections anything to assist us in tracking attendance. Connie suggested using SharePoint. She said we are not directed to use it but she thought it would be a good option to use for tracking attendance. Barbara agreed it would probably be a good option and simple to set up. Ken mentioned that it could possibly be a duty/task for the Recertification Chair to provide that report from SharePoint if we no longer had the need for a DBA. Connie mentioned that some of the other sections, including Component Relations, provide you with an email as proof of attendance and RU when you attend an event. They don't maintain anything. They just send out the confirmation email and it is then the members responsibility to maintain. Vladimir said he has been maintaining a spreadsheet of those in attendance since he has been Chair. He will turn that spreadsheet over to Connie to start the SharePoint list. He doesn't support creating alternative methods when the only problem is the person entrusted with that method does not want to do the job. We should not be inventing a new method. We should find a different person. Ken agreed that we cannot tell people we will provide them with the evidence they need to recertify and not be able to provide it to them. It undermines everything else we do. If we cannot provide them with RU, there is no point in being in ASQ.
- b. Section Work – performance and rebalancing. Ken is hoping this month he will have a chance to look at the performance and rebalancing of work in the section. He got off to a bad start as his father went into the hospital right as he was to become the Chair. He was visiting with him about 10 hours a week up through the end of March. He is better and out of the hospital but is now at his sister's house. Ken will be giving her at least two one-week vacations over the next month while his sister's family travels. This time will allow him to get on his computer and work on the performance and rebalancing of work in the section.
 - c. Communication

Vladimir asked since the Board Meeting agenda was not shared on the screen for those online, will the screen be shared during the program at 7PM. Ken confirmed that Jeff had the slide deck loaded and ready to share.

Ken told Carolyn that a vote was not done on her motion but that he would write up a formal motion and send it to the board and hopefully have consensus. Carolyn said that was fine.

Ken made a motion to adjourn so that Vladimir could start the WebEx for the program.

Meeting adjourned at 6:57pm.

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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Meeting Date: June 14, 2023

ASQ Section 0511 Leadership Committee Meeting Minutes – June 14, 2023

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	

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	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 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 Jeff Muzaffar	2.23.2022*	Pending

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

Meeting Date: June 14, 2023

ASQ Section 0511 Leadership Committee Meeting Minutes – June 14, 2023

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	Kings Park Library & Remote via WebEx				
Date	June 14, 2023	Time	7:00pm – 8:30pm	Duration	1.5 Hours
Member Meeting				Speaker:	
2023 ASQ World Conference: Section 0511 Report <i>Latest Quality Trends from 2023 ASQ World Conference on Quality and Improvement</i>				Carolyn Miller, Connie Broadie, Maria Habib	
Section Business Discussed:	Section Business – On-site and On-line Events ○ Recap of May 2023 hybrid meeting ○ Poll results overview – Officers for 2024 – Ranger Outings: April 2023 ○ Recap of our RO to Morven Park ○ Poll Results for the Morven Park RO				

Next Member Meeting:

Location	105-107 S. Fairfax Street, Alexandria, VA				
Date	July 15, 2023	Time	10:00am–12:30pm	Duration	1.5 hours
Member Meeting				Speakers:	
Stabler-Leadbeater Apothecary Museum: Ranger Outing Event				Guided Tour	