

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	WebEx				
Date	August 9, 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	--
Connie Broadie	Secretary	X*
Muzaffar Zaffar	Treasurer	--
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	--
Carolyn Miller	Arrangements Chair	X*
Muzaffar Zaffar	Recertification Chair	--
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?

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.

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ASQ Section Board

1. Meeting Minutes approval
 - a. Ken made a motion to approve the July 2023 Meeting Minutes, there were no objections. Minutes were approved.
2. Treasurer Report
 - a. July 11 balance: \$21,942.04
 - b. Current (August 9) balance: \$21,671.93
 - i. Expenses included July 15 RO and additional equipment to support streaming.
 - ii. Down about \$2000 for the year. Ken checked the annual budget and we projected a spend amount of about \$3500.
 - iii. Jeff stated we should expect heavy spending for the October program for our 40th anniversary.
 - iv. Ken stated that was why he checked the budget and noted it was an action item done.
3. Membership Report
 - a. June 4, 2023 paid membership = 401, 2.2% decrease from May
 - b. July 4, 2023 paid membership = 405, 1.0% increase from June
 - c. July 18, 2023 paid membership = 410, 1.2% increase over July
 - d. Per Component Relations, reporting has been interrupted due to ASQ's ongoing technology update.
4. Welcome Committee Report
 - a. Currently unable to identify new members due to ASQ delays in posting updated membership information. The late report provided was July 18, 2023.
5. Ranger Outing: Saturday, September 16th, 12-3 PM, at the Arlington National Cemetery (ANC) in Arlington
 - a. Private trolley, max 38 people for \$490 for 1 hour. We pay \$490 regardless of how many people show up.
 - b. Every person in attendance must present a government issued photo ID, non-negotiable, make sure everyone has their ID on them. Ken was concerned that his ID would be an issue since it is not the new REAL ID. Carolyn mentioned that hers was not either. Sara mentioned that they keep extending the deadline for that requirement.
 - c. Tour offers two stops; the John F Kennedy grave and the Tomb of the Unknown Soldier with the changing of the guards.
 - d. There are other sites to see within the ANC and we are able to tour those sites on our own after our trolley tour.
 - e. No appropriate nearby location for a networking lunch. Carolyn recommended skipping the networking event for this program due to the venue and location.
 - f. Ken thought it was a good venue and a unique opportunity we have because of our geographic location.
 - g. Ken suggested the 12PM slot. Everyone was in agreement.
 - h. Ken made a motion to approve moving forward with the booking of this event. Connie and Carolyn seconded the motion. There were no objections. We agreed that we would need to advertise and push for good attendance to make the cost worth it.
 - i. Connie requested we discuss pricing and reimbursement since there would be no networking part to this event. Public price is \$15.50. Various scenarios were discussed, and the group agreed with a \$15 registration fee and only paid Section 0511 members would be reimbursed if they show up.
6. Anniversary
 - a. Section Founding Date – September 11, 1983

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- b. Jeff and Ken are commemoration leads
 - c. Event scheduled for October 14, 2023, at Maggiano's Tyson
 - d. Susan Gorveatte, whose presentation at WQCI was highly praised by our program presenters, will be the guest speaker on the topic of: Audit Like a Jedi Knight.
 - e. Susan has agreed to present in person; this would cost the Section approximately \$1250.00 to reimburse her travel/lodging/&c. costs
 - f. Ken made a motion to authorize \$1500.00 for speaker costs. We have about \$4000 allocated for in-person events and another \$1200 for travel expenses; however, Carolyn's RO travel expenses are a part of that \$1200.
 - g. Jeff made a motion that we amend / increase the budget if needed for this event. Ken mentioned that the 2024 draft budget was due September 1st and he would amend and send 2023 budget to Michael at the same time.
 - h. Ken made a motion to approve the costs discussed for speaker, travel and expenses and to amend the 2023 budget. Jeff approved and Carolyn seconded the motion.
 - i. Event will not be streamed; Susan has agreed for her presentation to be recorded for future viewing, however there will be a lag in the availability of viewing the recording.
 - j. Connie asked Jeff if he needed any additional ideas for swag for this event. Jeff asked what budget he had. Connie mentioned that we had agreed to \$2000 at the last meeting. Jeff said he would be able to get what he needed with that. He asked for someone to send him the Section logo. Connie agreed to do that. Jeff asked for the dimensions of the 30th Anniversary banner. Connie agreed to get those to him.
 - k. Ken brought up the dinner menu, asking if we had an idea of what would be offered in order to advertise. Connie mentioned that Maggiano's serves family style and set various plates at the table with multiple options. We can advertise that it will be family style with a variety of options. Jeff asked that the registration page in Memberplanet be set up ASAP. Jeff said we would start contacting and sending out the notices as soon as he had the link for the registration page.
 - l. Ken mentioned that we charged \$25 per person the last time we had program at Maggiano's. Ken asked if it would be unreasonable to charge \$30 per person for this one. Jeff said we want people to come and we should leave it at \$25. This event will not be reimbursed and there will be NO 'program only' option.
 - m. Ken mentioned that a lot of the logistics we had at our October 2019 event at Maggiano's will be the same so we have a good template to use.
 - n. Jeff asked if we knew of any Section 0511 members that were actively involved at National with test auditing and activities. At the 30th anniversary meeting, we presented National Certificates of Honor / Appreciation to Bill Eastham, Yvonne ? and Bob Zimmon. All 3 had done work at the National level. One of the requirements when issuing a National certificate is to list their involvement. Because we were able to find that for those people, we were able to give them a certificate at the event. We need that National link to give that type of award. Connie said she was not aware of anyone.
7. 2024 Officers – Ken said he was awaiting the stampede. Jeff said that as soon as Ken had the list of attendees for the meeting, he should say, "How about you, Joe?", etc. Put them on the spot, especially if you recognize the names and they frequently show up. If you can't do it physically, you need to do it verbally.

Ken said that if the section is in extreme straights, he said he would be Chair next year (he will not let this ship go down), but he would not be able to support a program every month. The minimum is four a year. He would want to do more than that, but he cannot do one every month unless we had a Program Chair. Vladimir has a ton of programs outlined. An example of one is the Quality Progress Magazine. There are a ton of great articles in there that many don't have time to read. Someone could go through and give the highlights of QP Magazine over the past year.

Jeff said he really thought we needed to name names and put people on the spot. Nothing ventured, nothing gained. There are plenty of people whose names will look familiar. Just say we need your assistance. You

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have been with us for many a year. Please help us out. Jeff said if we wanted to turn it over to him, he had no issues with that. Ken said if we saw him flounder, please feel free to jump in.

- a. Open elected mandatory positions:
 - i. Chair – Ken declines a second term
 - ii. Secretary – Connie is term-limited
 - b. Appointed mandatory positions:
 - i. Nominations – Barbara has moved to Texas; is continuing until such time as she leaves the Section for a local one. As of July 18, is still a Section 0511 member.
 - ii. Ken will serve as Nominations Chair in 2024.
 - c. Open non-mandatory elected positions:
 - i. Vice-chair – will be open 2024
 - ii. Vice-treasurer and Vice-secretary – currently open, can be filled immediately by volunteers
 - d. Open appointed positions – can be filled immediately
 - i. Ranger Outing Lead
 - ii. Arrangements Chair
 - iii. Program Chair
 - iv. Voice of the Customer
 - v. Assistant Streaming Lead
 - vi. Compliance Chair
8. Future Programs:
- a. September – RO (Arlington Natl. Cem.)
 - b. October – Anniversary (Ken and Jeff)
 - c. November – RO Year in Review (Connie and team)
 - d. December – Path to Quality
 - e. January 2024 – Chair Report
 - f. February 2024 – RO (Alexandria Black History Museum)
 - g. March 2024 – QM Round Table?

Meeting adjourned at 6:55 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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August 2023 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Revise 2023 budget to account for changes in spend on 40 th Anniversary program and submit with 2024 draft due to Michael Kirchner	Ken Rapuano	9/1/2023	
2	Create Memberplanet registration link and provide to Ken and Jeff	Connie Broadie	8/11/2023	
3	Send Jeff the Section 0511 Media Kit	Connie Broadie	8/11/2023	
4	Send Jeff a picture and dimensions of 30 th Anniversary Banner	Connie Broadie	8/11/2023	

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July 2023 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Get additional information regarding the investing options of excess allocated section funds.	Ken Rapuano	TBD	
2	Check the Business Plan for what was allocated for our Anniversary Member Event	Ken Rapuano	8/9/2023	8/9/2023
3	Book room at Kings Park Library for November Mtg	Jeff Parnes	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	

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

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

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Member Meeting

Location	WebEx				
Date	August 9, 2023	Time	7:00pm–8:30pm	Duration	1.5 hours
Member Meeting					Speakers:
Report from Welcome Committee Chair and Recertification Chair					Muzaffar Zaffar and Sara McAlpine
Section Business Discussed:	Section Business will not be discussed. <ul style="list-style-type: none"> – On-site and On-line Events – Recap of June 2023 hybrid meeting – Officers for 2024 – Volunteering Opportunities – Section 0511 40th Anniversary Event – Ranger Outings: July 2023 – Recap of our RO to the Stabler-Leadbeater Apothecary Museum in Old Town Alexandria 				

Next Member Meeting:

Location	Arlington National Cemetery				
Date	September 16, 2023	Time	12:30 – 2:00pm	Duration	1.5 Hours
Member Meeting					Speaker:
Arlington National Cemetery Ranger Outing Event					Guided Tour