

<b>For</b>	American Society of Quality Section 0511 Section Leadership Committee Meeting				
<b>Location</b>	WebEx				
<b>Date</b>	08 January 2025	<b>Time</b>	6:00 p.m. – 7:00 pm	<b>Duration</b>	1 hour

1. Quorum met

- Elected Leadership (*Quorum requires for two elected officers to be present*)

<b>Officer</b>	<b>Position</b>	<b>Present?</b>
Jeff Parnes	Chair	✓
Vladimir Nesterovich	Vice Chair	✓
Jeff Cadel	Secretary	No
Muzaffar Zaffar	Treasurer	✓
Ken Rapuano	Past Chair	✓

- Appointed Leadership (Quorum requires an additional 25 percent [three] appointed officers present)

<b>Officer</b>	<b>Position</b>	<b>Present?</b>
Mike Beckner	Voice of the Customer/Treasurer Elect	✓
Leslie Braum	Membership/Finance/Welcome	?
Jo Collins (confirmed commitment)	Compliance Office/Vice Secretary Elect	✓
Maria Habib	Process Improvement	✓
Sara McAlpine	Welcome	?
Barbara McCullough	Nominations	?
Jeff Parnes	Electronic Media/Webmaster/Videography	✓
Ken Rapuano	Programs	✓
Cyndi Reichardt	Database Administrator	?
Vladimir Nesterovich	Strategy Committee Chair (eff. 08 January 2025)	✓
Edwin Videla	Arrangements	✓
Charlotte Wild	Audit/Welcome	?
VACANT	Vice Chair Elect	Not applicable
VACANT	Audit Committee Chair	Not applicable
VACANT	Historian	Not applicable
VACANT	Placements	Not applicable

There are three appointed officers present for this Section Leadership Committee (SLC) Meeting

- Leslie Braun

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- Jo Collins
  - Carol Miller
    - b. Committee Members Phone Number List (non-public)
  - Upcoming WhatsApp (Jeffrey to create to for contacting SOC members)
  - Members to complete the Form to indicate whether their phone number is registered with WhatsApp
2. December 2024 Meeting Minutes approval
- a. The December 2024 meeting minutes should include Cyndi Reichardt and Carolyn Miller as present.
  - b. Jo Collins taking meeting minutes for Jeff (Secretary Elect) who is not present for this meeting.
3. Treasurer Report
- a. Total cash balance: \$2,454.89 (per Muzaffar Zaffar).
  - b. Investment fund made  $\$14,000.00 + \$2,454.89 = \$16,454.89$ .
  - c. Connie needs access to the budget portal.
- ACTION: The Section needs to determine if we do investment reports monthly or quarterly.
  - d. Section ASQ 0511 made \$37.61 for the investment fund in December 2024.
4. Membership Report
- a. Need access the ASQ National for the list of officers. The ASQ did not get a 2025 Note: List of Officers for Section 0511 and this current list is not available to share during the Section 0511 Board Meeting.
  - b. Ken Rapuano will work with Jeff Parnes to get the Officers List to ASQ Component Relations this week.
  - c. Leslie Braum stated that Component Relations requests that the Chairperson sends the 2025 Section 0511 List of Officers to ASQ National
5. Future Programs:
- a. January – Outgoing Chair’s Annual Report – Ken Rapuano (confirmed).
  - b. February – Ranger Outing at the Chocolate Factory ‘possible early registration’ – Carolyn Miller (confirmed).
- Note: There is a 15-16 maximum seating for nearly an hour tour of the Chocolate Factory. There is a confirmed payment for 16 people headcounts. There is an hour between the end of the first tour and the start of the second tour of which the latter starts at 3:30 p.m. EST. Members for the second tour should arrive early to have lunch with members for the first tour.
- Note: No lunch is planned for the Ranger Outing. A motion was made to retain the Ranger Outing and the Networking Lunch.
- Note: SLC meeting in a venue, dry run. Follow up with volunteers from October 2024.
  - c. Confirm who needs to attend the Annual Chair’s Report because this meeting is slightly lower than the attendees during the event, e.g., Ranger Outing.
  - d. The Ranger Outing event announcement will go out this week with the event limited to members.

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- Note: Jeffrey Parnes made reports on the Deep Horizon and the Boeing
  - e. March and beyond are open (one internal and one external program in the works)
- Note: There are no volunteer. Check with Ken Rapuano and Edwin Videla for March 2025.
- 6. Committee Reports
  - a. Arrangements. Edwin Videa lives in Maryland. There is a UNO Restaurant and Bar near the Chocolate Factory.
  - b. Per Muzaffar Zaffar \$105.00 was received from Section 0511 investments for the month of December 2024.
  - c. The 2025 World Conference on Quality and Improvement (WCQI) | American Society of Quality (ASQ)
- 7. Open Floor
  - a. Section 0511 budget has \$1,500.00 in stipends for SLC members to attend the WCQI under the condition that they prepare a Program Report from the WCQI to present later.
  - b. A change was made from two \$1,500.00 stipends to one \$1,500.00 stipend to tighten the budget and for a change in the business plan for the coming year.
  - c. Past years there were two \$1,500.00 stipends.
  - d. A change was made from two \$1,500.00 stipends to one \$1,500.00 stipend to tighten the budget and for a change in the business plan for the coming year.
  - e. Disbursement of the \$1,500.00 stipend to SLC members to attend the 2025 ASQ WCQI can be decided as:
    - One person gets the \$1,500.00 stipend.
    - Multiple people split the \$1,500.00 stipend (Example: Three attendees will each receive a \$500.00 stipend.
    - Maria is interested in attending the 2025 ASQ WCQI. Her pre-registrations with ASQ is confirmed.
    - Ken Rapuano received an email communication from Susan Gorvetta who is in the Maritime Section in Canada. She wants to join Section 0511 Northern Virginia in USA for some cross-over programs. The Maritime Section has about 70 members and one internationally renowned presenter. Ken Rapuano will pursue this initiative with Susan Gorvetta.

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