

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	WebEx				
Date	12 March 2025	Time	6:00 – 7:00 pm	Duration	1 hour

1. 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?
Jeff Parnes	Chair	x
Open	Vice Chair	x
Jeff Cadel	Secretary	x
Connie Broadie	Treasurer	x
Ken Rapuano	Past Chair	x

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

Officer	Position	Present?
Mike Beckner	Voice of the Customer/Vice Treasurer	x
Leslie Braun	Membership/Finance/Welcome	
Jo Collins	Compliance Officer/Vice Secretary	
Maria Habib	Process Improvement	
Vacant	Welcome	
Vacant	Nominations	
Jeff Parnes	Electronic Media/Webmaster/ Videography	x
Ken Rapuano	Programs	x
Cyndi Reichardt	Database Administrator	
Edwin Videla	Arrangements	x
Vacant	Audit/Welcome	
Muzaffar Zaffar	Education/Recertification	x
Vladimir Nesterovich	Strategy Chair	x
Carolyn Miller	Ranger Outing Chair	x
Vacant	Historian	
Vacant	Placements	

Guests	Position	Present?
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Guoling Chen		X
Pierre Bock		X

ASQ Section 0511-Northern Virginia

SLC Meeting Agenda

12 February 2025

1. Quorum call- we have a quorum
2. January meeting minutes updated
3. February 2025 Meeting Minutes approved
 - a. Ken second approval
 - b. Unanimous approval
4. Vladimir is not vice chair- need to update
5. Thank-you for Carolyn for a successful River Sea Chocolate ranger outing
6. Connie still does not have treasury access.
7. Membership Report – still no access
8. Hybrid meeting in May- proposed
9. Future Programs/program committee report
 - a. Ken and Edwin to review with and review at the April meeting..
 - b. February – Ranger Outing chocolate factory- 37 people including lunch- very successful with a large number of people attending the lunch
 - c. March and beyond are open (one internal and one external program in the works)
 - i. Non-RO hybrid meeting after March
 - ii. 3/12 meeting Edwin Videla – Food Safety
 - d. April speaker- Anil Nayak- Automation of patient scheduling function at a home health agency
 - e. May speaker- Ken and Edwin to discuss May and future outings
 - i. Ranger outing – announce at April meeting
 - f. June- Document control
 - g. July – Ranger outing
 - h. August- Using AI for document control- Jackie Wolfe
 - i. September- tentative Maria
 - j. October- Ranger outing
 - k. November- Regular meeting- Path to quality
 - l. December- Holiday social possibly (year in review)- free meal and presentation- revise the budget to enable (arrangements)- Jeff P to assign 2-3 people to execute. Guoling, Edwin, Jeff P
10. Committee Reports
 - a. VOC- need access to execute polls – wants to do this for April- will review in April meeting- Mike B














11. Open Action Items:

- a. Leslie Braum stated that Component Relations requests that the Chairperson sends the 2025 Section 0511 List of Officers to ASQ National- remains open
- b. Agenda for SLC- Jeff P- Needs items by Monday prior to the SLC meeting.
- c. Jeff C to provide program notes from March meeting to review prior to publication of the meeting minutes.

12. Additional items

13. Gripes and Appreciations

Participants (13)

-  Jeff Me
-  Northern Virginia Section 0511 Host
-  jeffrey Parnes Presenter
-  7038****12
-  9194****02
-  Carolyn
-  Edwin Videla
-  Guoling Chen
-  Ken Rapuano
-  Mike Beckner
-  Muzaffar
-  Pierre Bock
-  Vladimir Nesterovich

quorum):

Officer	Position	Present?
Mike Beckner	Voice of the Customer/Vice Treasurer	x
Leslie Braun	Membership/Finance/Welcome	
Jo Collins	Compliance Officer/Vice Secretary	
Maria Habib	Process Improvement	x
Jeff Parnes	Electronic Media/Webmaster/ Videography	x
Ken Rapuano	Programs	x
Cyndi Reichardt	Database Administrator	
Edwin Videla	Arrangements	x
Muzaffar Zaffar	Education/Recertification	x
Vladimir Nestrovich	Strategy Chair	x
Carolyn Miller	Ranger Outing Chair	x
Vacant	Historian	
Vacant	Placements	
Vacant	Welcome	
Vacant	Nominations	
Vacant	Audit/Welcome	

Guests	Position	Present?
Guoling Chen		