

For	ASQ Section 0511 Section Leadership Committee Meeting Agenda				
Location	WebEx				
Date	9 April 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
Guoling Chen	Chair Elect	x
Jeff Cadel	Secretary	x
Connie Broadie	Treasurer	x
Ken Rapuano	Past Chair	x
Mike Beckner	Vice Treasurer	x
Jo Collins	Vice Secretary	x

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

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

Guests	Position	Present?

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SLC Meeting Minutes
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1. Quorum call- Quorum met
2. March 2025 Meeting Minutes approval-
 - a. Motion- Jeff P
 - b. All approved
3. SLC assignments and vacancies review
 - a. Reviewed- some questions remained
4. Treasurer Report- End of March
 - a. ASQ Income Fund \$14240
 - b. Revenue- \$2673
 - c. Ending balance \$16913
5. Membership Report – Leslie Braun
 - a. Total Members April 2025 297
 - b. Since April 2023 lost 1 student, 22 Seniors and 102 full memberships= 124 total




ASQ 0511 April 2023
thru April 2025 mem



Membership
report4.8.2025.pdf

- i.
6. Future Programs:
 - a. April – Anil Nayak - Automation of patient scheduling function at a home health agency
 - b. May – Ranger Outing – George Washington’s Distillery & Grist Mill- Mount Vernon (8-12 people/group 2-3 groups with a total of 24 people – 5/17 (Sat) at 11am with networking lunch following. \$10 pp
 1. Age restrictions
 2. Logistics on how to do lunch together
 3. Don’t send out announcements until poll is ready
 - ii. SLC meeting- May 14th
 1. In person and online,
 2. hybrid meeting dry run
 3. Extended time frame (2 hours if agreeable)
 - c. June- Document control- Tara Garrett, ColumbiaSoft Corporation
 - d. July – Ranger outing
 - e. August- Using AI for document control - Jackie Wolfe
 - f. September- WQCI report - Maria
 - g. October- Ranger outing
 - h. November- Regular meeting- Path to quality

- i. December- Holiday social possibly (year in review)- free meal and presentation- revise the budget to enable (arrangements) - Guoling, Edwin, Jeff P – Update at the next meeting- \$30pp buffet/\$40pp sit down. Need at target for expenditure (next month)
- 7. Committee Reports
 - a. Compliance officer- review the bylaws and ensure compliance- review with Jeff P (next week) and then with the remainder of the committee
 - b. Membership:
 - i. 1 In Sept. Nominations are due to Barb for all Leadership Committee Positions.
 - ii. 2. Sept. 15th the Draft Business Plan and Budget are due to Regional Director.
 - iii. 3. Sept. 30th submit Closing Plan and Budget.
 - iv. 4. October. 1 Final plan has to be with Regional Director.
- 8. October. 1-15 hold Elections for Chair, Secretary and Treasurer.
- 9. By October 31 enter next year's leadership team in the ASQ portal.
- 10. Open Action Items:
 - a. Leslie Braun stated that Component Relations requests that the Chairperson sends the 2025 Section 0511 List of Officers to ASQ National- **Accomplished**
 - b. Agenda for SLC- Jeff P- Needs items by Monday prior to the SLC meeting – **It's Working!**
 - c. Jeff C to provide program notes from March meeting to review prior to publication of the meeting minutes **Accomplished**
- 11. Additional items
 - a. Recertification – will review in April full meeting
 - i.  ASQE Recertification_Updates_2024.pdf
 - b. Voice of the Customer Committee (provided but not reviewed)– Mike Beckner
 - i. Knowledge and Skills:
 - 1. Current - Training with Vladimir in Polling Function
 - 2. Upcoming - Other VoC Responsibilities
 - ii. Sibling Committees:
 - 1. Current - Coordination with Programs Chair - Ken
 - 2. Upcoming – Other Chairs/Committees
 - iii. Polls (current, future):
 - a. April 2024 Meeting (attendees) – No-Go
 - b. Before May 2025 RO (Section-wide) – tentatively, Go (need help)
 - c. May 2025 RO (attendees) – tentatively, Go (need help)
 - d. June 2025 (attendees) – at risk (likely no-go if only lecture)
 - iv. VoC Presentations:
 - 1. April 2025 – VoC Initial Report (VoC Committee, renewal of polls), in Section Business

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- 2. May 2025 – none (due to RO)
 - 3. June 2025 – Results of the RO-related polls, in Section Business
- v. Help Needed
 - 1. Vice Chair – imminent
 - 2. VoC Committee Members (poll assistance, other VoC functions)
- vi. Risks and Issues (covered above)

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- a. Strategy Committee (provided but not reviewed)- Vladimir
 - i. Principles:
 - 1. Working with willing volunteers
 - 2. Addressing areas with most impact on current
 - 3. Not addressing other areas even if priority
 - 4. Other (will announce later)
 - ii. Initiatives:
 - 1. Polling Initiative - current - Michael
 - 2. Programs Initiative - upcoming – Ken
 - 3. Other (will announce later)
 - iii. Help Needed
 - 1. Vladimir plays roles:
 - a. Strategy Chair
 - b. Chief Architect
 - 2. Help needed for roles:
 - a. Chief Technology Officer (CTO) – technologies relevant to the Section
 - b. Chief Information Officer (CIO) – data as used and in technologies
 - c. Other (will announce later)
 - 3. Constraints: Need to understand, ability to communicate, long term

2. Gripes and Appreciations

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