

For	ASQ Section 0511 Section Leadership Committee Meeting Minutes			
Location	Hybrid (Dolley Madison Library, VA 22101; WebEx)			
Date	14 May 2025	Time	6:00 – 8:30 pm	Duration 2.5 hour

1. Section Leadership Committee Attendance

- Positions in **BOLD** indicate positions required for Section standing by ASQ Section Requirements
- X indicates the person who attended onsite (*) 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	*
Ken Rapuano	Past Chair	X
Mike Beckner	Vice Treasurer	*
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	*
Vacant	Audit	
Jo Collins	Compliance Officer	*
Cyndi Reichardt	Database Administrator	
Muzaffar Zaffar	Education/Recertification	*
Jeff Parnes	Electronic Media/Webmaster/Videography	X
Vacant	Historian	
Leslie Braun	Membership/Finance/Welcome	*
Barbara McCullough	Nominations	*
Vacant	Placements	
Maria Habib	Process Improvement	*
Ken Rapuano	Programs	X
Mike Beckner	Voice of the Customer	*
Sara McAlpine	Welcome	*
Vladimir Nesterovich	Strategy	*

Guests	Position	Present?
<u>Carolyn Miller</u>	<u>Arrangements/Ranger Outing Chair emerita</u>	

Commented [GC1]: @Jeff C, I changed the numbering of "2,3,4,1" to "a,b,c,d", I hope this works for you (this was how I understood the intent of the numberings)

Commented [GC2]: Added for clarity

Commented [GC3]: @Jeff C, Not sure if it was the display issue on my end – but I do not see any "8" in the table

Deleted: Carolyn Miller
C ... [1]

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Commented [GC5]: Should we either put Carolyn as Past Chair of Arrangements? Or move her to "Guest"? (Maybe a question for Jeff P)

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ASQ Section 0511-Northern Virginia
SLC Meeting Minutes
14 May 2025

1. Quorum call- Quorum met
2. April 2025 Meeting Minutes approval-
 - a. Motion- Jeff C
 - 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. 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. \$25 charge and then provided reimbursement
 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)
 - b. June- Document control- Tara Garrett, ColumbiaSoft Corporation
 - c. July – Ranger outing
 - d. August- Using AI for document control - Jackie Wolfe
 - e. September- WCQI report - Maria
 - f. October- Ranger outing
 - g. November- Regular meeting- Path to quality
 - h. December- ~~Holiday~~ social possibly (year in review)- free meal and presentation- revise the budget to enable (arrangements) - Guoling, Edwin, Jeff P

Commented [GC6]: I still feel this section should be updated to reflect what was presented and discussed on 5/14.

I suggest to remove the green texts (which was no longer updated info per the 5/14 meeting), and added the yellow texts, let me know if this works for you. Thanks!

ASQ Section 0511-Northern Virginia
SLC Meeting Minutes
14 May 2025

- i. Guoling presented a few restaurant quotes with some potential options based on previous specs from Jeff P. SLC to meet next month to align on the December event type and budget.

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.
 - v. October. 1-15 hold Elections for Chair, Secretary and Treasurer.
 - vi. By October 31 enter next year's leadership team in the ASQ portal.

8. 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!**

9. Additional items

a. Recertification



ASQE_Recertification_Updates_2024.pdf

- 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):
 - 1. Before May 2025 RO (Section-wide) – tentatively, Go (need help)
 - 2. May 2025 RO (attendees) – tentatively, Go (need help)
 - 3. 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
 - 2. May 2025 – none (due to RO)
 - 3. June 2025 – Results of the RO-related polls, in Section Business
 - v. Help Needed

ASQ Section 0511-Northern Virginia
SLC Meeting Minutes
14 May 2025

1. Vice Chair – imminent
2. VoC Committee Members (poll assistance, other VoC functions)
- vi. Risks and Issues (covered above)

c. 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

Prepared by Jeff Cadel	XXXX
Secretary	Secretary 25@ASQ0511.org

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