

<b>For</b>	ASQ Section 0511 Section Leadership Committee Meeting Agenda				
<b>Location</b>	WebEx				
<b>Date</b>	11 June 2025	<b>Time</b>	6:00 – 7:00 pm	<b>Duration</b>	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*):

<b>Officer</b>	<b>Position</b>	<b>Present?</b>
Jeff Parnes	<b>Chair</b>	
Guoling Chen	Chair Elect	x
Jeff Cadel	<b>Secretary</b>	x
Connie Broadie	<b>Treasurer</b>	x
Ken Rapuano	Past Chair	x

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

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

<b>Guests</b>	<b>Position</b>	<b>Present?</b>

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1. Quorum call- we have a quorum
2. Approval of [draft May 2025 SLC Meeting Minutes](#)
  - a. Motion to approve meeting minutes- Maria
  - b. We approved the meeting minutes without objection
3. SLC assignments and vacancies review
  - a. Vacancies: Audit, Historian, and Placements
4. Treasurer Report
  - a. Balance \$1,178.03 (ASQ investment fund \$14,340.32 )
  - b. We had a finance committee meeting due to the lack of Q1 allotment and we do not have sufficient monies to cover expenses.
  - c. Reviewed budget and request from ASQ of Transfer of \$2000 from ASQ investment fund. This was approved and should be in our account around 6/30.
  - d. Q2 allotment is expected in July. Unknown whether Q1 allotment will be released.- Connie to request clarification.
5. Membership Report
  - a. Total Members June 2025: 294
6. Future Programs (last 2 months in flux- remainder is set):
  - a. June- Document control- Tara Garrett, ColumbiaSoft Corporation
  - b. July – Ranger outing
  - c. August- Using AI for document control - Jackie Wolfe
  - d. September- WQC report – Maria (**hybrid meeting candidate**)
  - e. October- Ranger outing
  - f. November- Regular meeting- Path to quality (**hybrid meeting candidate**)
  - g. December- Holiday social possibly (year in review)- free meal and presentation- revise the budget to enable (arrangements) - Guoling, Edwin, Jeff P
7. Committee Reports:
  - a. Audit: no report
  - b. Compliance Officer: Jeff P confirmed that memorandum was signed- we are in good standing.
  - c. Database Administrator: no report, Ken to provide roster to Cyndi. Cyndi will review and determine additional information to enable accurate RU allotment for attendees
  - d. Education/Recertification: Did not receive any requests
  - e. Electronic Media/Webmaster/Videography: Guoling provided photos of the May RO – thanks!
  - f. Finance: Available finance committee members met on 21 May to discuss shortfall in operations funds due to ASQ not releasing 1<sup>st</sup> Qtr. allotments due to uncertain economic conditions. The committee decided to transfer \$2000 from our investment funds to our operations funds.

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- g. Historian:
  - h. Membership: See Attachment 1
  - i. Nominating Committee: Schedule for remainder of the year:
    - i. In Sept. nominations are due to Barb for all Leadership Committee Positions.
    - ii. By 15 Sept the Draft Business Plan and Budget are due to Regional Director.
    - iii. By 30 Sept submit Closing Plan and Budget.
    - iv. Submit by 1 October final plan to Regional Director.
    - v. In first half of October hold elections for Chair-Elect, Secretary and Treasurer.
    - vi. By Halloween enter next year's leadership team in the ASQ portal.
  - j. Placements:
  - k. Process Improvement:
  - l. Programs: reviewed
  - m. Voice of the Customer: See attachment 2 Please review and comment for the next meeting
  - n. Strategy: need support to enable helping Edwin.
  - o. Welcome:
  - p. Webmaster: Received request from speaker from July 2016 to remove the presentation from our website. Removed presentation links.
8. Open Action Items:
- a. Programs Committee: Received offer to be speaker from Susan O. Schall - Status ?
  - b. Webmaster: Received request from speaker from July 2016 to remove his presentation from our website – Status: Accomplished
9. Gripes and Appreciations

Prepared by Jeff Cadel	Secretary
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- iii) Other (will announce later)
- c) Help Needed
  - i) Vladimir plays roles:
    - (1) Strategy Chair
    - (2) **UPDATED** Chief Architect – process architecture
      - (a) Architect the process
      - (b) Train the Implementation Lead and the Process Owner
      - (c) Advise all downstream
  - ii) **UPDATED** Help needed for roles:
    - (1) **Implementation Lead (Implementer, Chief Process Implementer)**
      - (a) process implementation
    - (2) **Chief Information Officer (CIO)**
      - (a) data as used and in technologies
    - (3) **Chief Technology Officer (CTO)**
      - (a) technologies relevant to the Section
    - (4) **Audit Lead (Auditor, Lead Auditor)**
      - (a) process maintenance
  - iii) **NEW** Detailed roles:
    - (1) **Implementation Lead (Implementer, Chief Process Implementer)** – process implementation
      - (a) Get trained by the Chief Architect in process architecture

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Attachment 1 – Membership Report submitted by Leslie Braun

Member Status	Count	MemberType	Member status count
Continuous	154	Professional	130
		Senior	18
		Student	6
Proforma	100	Professional	46
		Senior	50
		Student	4
Renew	29	Professional	10
		Senior	19
		Student	0
New	11	Professional	11
		Senior	0
		Student	0
<b>Total Members June 2025</b>	<b>294</b>		

Since April 2023: lost 21 Seniors and 108 full memberships and gained 2 students= 127 total

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Since **January 2024**: lost 45 full memberships and 10 seniors and gained 4 students= 51 total

In June lost 2 senior and gained one student

Attachment 2 – VOC committee submitted by Mike Beckner

- 1) Knowledge and Skills:
  - a) Current
    - i) Qualtrics
    - ii) Billhighway/re:Members
  - b) Upcoming
    - i) Scrum Master/Jira/Agile
    - ii) Member-Leader
  - c) Future
    - i) ASQ Certification (Designated Examiner of Quality in Government)
- 2) Sibling Committees:
  - a) Current - Coordination with Programs Chair – Ken (Work Item Log)
  - b) Upcoming – Other Chairs/Committees (Incident/InfoGain Logs)
- 3) Polls (current, future):
  - i) May 2025 RO
    - (1) Section-wide
    - (2) Attendees
  - ii) June 2025 (attendees) – likely No-Go
  - iii) July 2025 RO
- 4) VoC Presentations:
  - a) June 2025 – Results of the RO-related polls, in Section Business
  - b) July 2025 – none (due to RO)
  - c) August 2025 – Results of the July RO-related polls, in Section Business
- 5) Help Needed
  - a) Vice Chair
  - b) VoC Committee Members (poll assistance, other VoC functions)
- 6) Risks and Issues
  - a) Coordination with other Chairs/Committees
  - b) Help with VoC Committee
  - c) Incidents/InfoGains identified through polls/experience



May Ranger  
Outing- Feedback.p