

Title	ASQ Section 0511 MAR 2026 Section Leadership Committee Draft Meeting Minutes				
Meeting Date (Monthly, 2 nd Wed.)	11 March 2026	Time	18:00 to 19:00 (1hr)	RU value	0.1
Location	Webex				

Agenda Prepared by, Date	Guoling Chen, 09 MAR 2026	Minutes Taken by	J. Cadel
Webex Host ("Northern Virginia 0511")	Vladimir Nesterovich	Facilitator	Guoling Chen

1. Attendance

1.1 Positions in BOLD: positions required for Section standing by ASQ Section Requirements.

1.2 "Attended?" column: **W:** Webex; **P:** In-Person; **N:** No.

1.3 Elected Officers (two present required for quorum):

Position	Email	Name	Attended?
Chair	Chair26@asq0511.org	Guoling Chen	w
Chair Elect	ChairElect26@asq0511.org	Larry Hunt	w
Past Chair	PastChair26@asq0511.org	Jeff Parnes	w
Secretary	Secretary26@asq0511.org	Jeff Cadel	w
Treasurer	Treasurer26@asq0511.org	Muzaffar Zaffar	

1.4 Appointed Officers (an additional 25 percent [three] present required for quorum, cannot be counted twice):

Position	Email	Name	Attended?
Arrangements - Ranger Outing Chair	Arrangements26@asq0511.org	Edwin Videla	w
Compliance Chair	Compliance26@asq0511.org	Jo Collins	
Vice Secretary	ViceSecretary26@asq0511.org		
Database Administrator	DBA26@asq0511.org	Cyndi Reichardt	w
Education Chair	Education26@asq0511.org	Muzaffar Zaffar	
Recertification Chair	Recertification26@asq0511.org		
Electronic Media Chair	EMedia26@asq0511.org	Jeff Parnes	
Webmaster	Webmaster26@asq0511.org		
Videography Chair	Videography26@0511.org		
Vice Treasurer	ViceTreasurer26@asq0511.org		
Membership Chair	Membership26@asq0511.org	Leslie Braun	
Finance Chair	Finance26@asq0511.org		w
Welcome Committee	N/A		
Nominations Chair	Nominations26@asq0511.org	Barbara McCullough	w
Process Improvement Chair	ProcessImprovement26@asq0511.org	Maria Habib	
Programs Chair	Programs26@asq0511.org	Ken Rapuano	w
Strategy Chair	Strategy26@asq0511.org	Vladimir Nesterovich	w
Welcome Chair	Welcome26@asq0511.org	Sara McAlpine	
Audit Chair	Audit26@asq0511.org		[Vacant] N/A
Historian	Historian26@asq0511.org		[Vacant] N/A
Placements Chair	Placements26@asq0511.org		[Vacant] N/A
Voice of the Customer Chair	VOC26@asq0511.org		[Vacant] N/A

1.5 Guest

Position	Email	Name	Attended?
Reena Kersch			w

1.6 Quorum call (both requirements should be met to proceed)-yes

Officer Type	Total	Number Attended	Requirement for Quorum	Quorum was Met? (Yes/No)	Next step (Proceed or Reschedule Meeting)
Elected	5	3	>=2		
Appointed	11	5	>=25% (3)		

2. Approval of the Previous Month's SLC Meeting Minutes

Minutes Approval Date: _____

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Title	ASQ 0511 December 2025 Section Leadership Committee Meeting Minutes				
Meeting Date	10 DEC 2025	Minutes Taken by		Jo Collins	
Initial Draft Date	11 JAN 2026	Feedback from	Guoling (1/12); Maria (1/13); Barbara (1/14)	Most Recent Draft Date	02/24/2026 (Jeff C.)
Minutes Approved? (Yes / No, explain)					
Action Item (choose one)	<input checked="" type="checkbox"/> Approved: Secretary to upload the approved minutes PDF into <u>myASQ</u> “ Northern Virginia Section Leadership ” community> “ Workspace ” > “ Year 2026 ” folder, by date _____ (Change watermark from “Draft” to “Approved”, add approval date in the footer) <input type="checkbox"/> NOT approved: Secretary to follow up with reviewers for updated minutes. Provide an updated draft to SLC by date _____, to be approved in the next SLC meeting.				

Title	ASQ 0511 Feb 2026 Section Leadership Committee Meeting Minutes				
Meeting Date	11 FEB 2026	Minutes Taken by		Jeff Cadel	
Initial Draft Date	24 FEB 2026	Feedback from	Guoling (3/8); Maria (3/8); ?	Most Recent Draft Date	?
Minutes Approved? (Yes / No, explain) No- will send out and approve next month					
Action Item (choose one)	<input type="checkbox"/> Approved: Secretary to upload the approved minutes PDF into <u>myASQ</u> “ Northern Virginia Section Leadership ” community> “ Workspace ” > “ Year 2026 ” folder, by date _____ (Change watermark from “Draft” to “Approved”, add approval date in the footer) <input type="checkbox"/> NOT approved: Secretary to follow up with reviewers for updated minutes. Provide an updated draft to SLC by date _____, to be approved in the next SLC meeting.				

3. SLC Positions and Vacancies Review

3.1 Positions: Currently no change since the last meeting.

3.2 Vacancies:

Currently vacant: Audit, Historian, Placements and Voice of Customer.

Upcoming: Vice Secretary: Jo (2/9/26 email to Guoling) said will continue serving as Vice Secretary till 3/31/2026, to allow time to recruit a new Vice Secretary.

Previous Action Item from 2/11 SLC: Jeff C to Draft the 0511 Vice Secretary recruitment posting, send the draft to Chair (Guoling) and Nominations Chair (Barbara) by 3/8/26 to review. After recruitment posting finalized, Jeff C work with Guoling to post it on myASQ **within 3 days**. Jeff send to Guoling and Barbara to post

4. Officer and Committee Reports

4.1 Chair (Guoling Chen):

4.1.1 Information from Components Relations (CR) or HQ to share with the SLC:

Update for 2/11/26 SLC Action Item: Guoling posted the 1/24/26 Orlando ASQ slides on myASQ 0511 SLC community page on 2/15. **Complete.**

(PPT: “Strengthening ASQ Through Community & Collaboration” by David Levy, 2026 ASQ Board Chair, and Sid Bhatnagar, ASQ CEO.)

4.1.2 **myASQ promotion** as deliverables in the 2026 and previous years’ Business Plans)

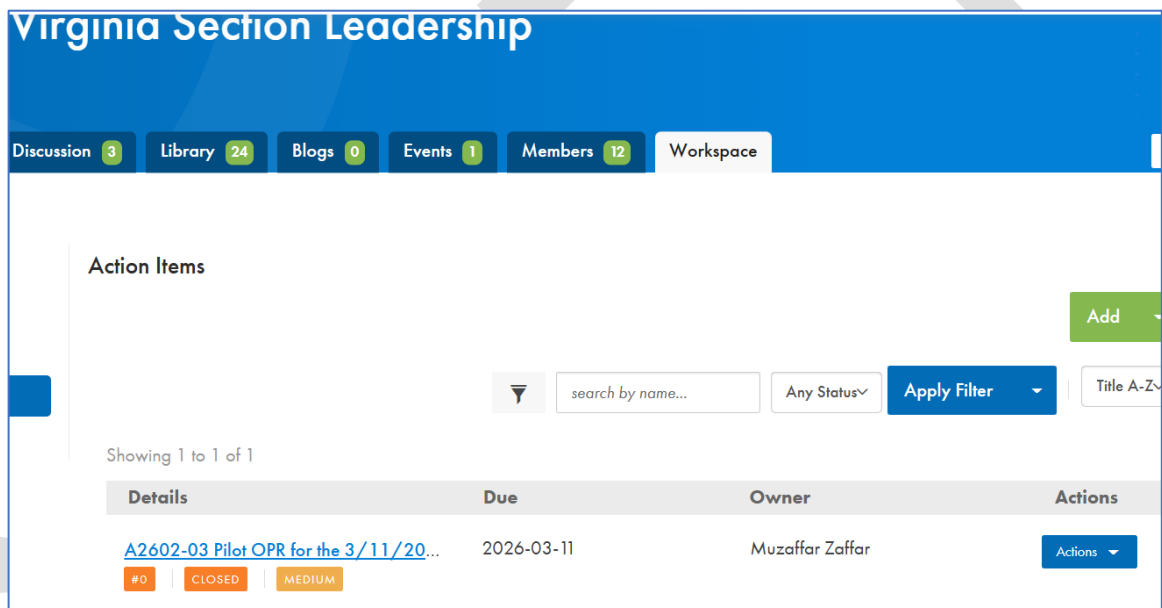
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2/11 Action Items: all SLC members make sure you are in the myASQ 0511 SLC community, and update email preference to receive the community emails, by 2/18. As of 3/9 there are still 3 SLC members not in myASQ SLC community, 2 SLC members Opted out from receiving community emails from myASQ0511 and/or ASQ 0511 SLC communities. Guoling reminded / sent invite again on 3/8 & 3/9. 4 missing- Guoling provide updates

2/11 Ongoing: upload SLC draft meeting minutes, approved minutes, draft SOPs, RO trackers, RU Tracker, etc., into the myASQ SLC community “Workspace”.

3/8: Guoling tried “Action Item” function in “Workspace” (to promote more transparency and timely follow up and tracking) **Screenshare.**

Discuss using this instead of tracking in meeting minutes? If team agrees, Guoling (or volunteer) can test moving the action items from this meeting agenda into myASQ. **[potential new action item]**



Guoling to populate a few action items on myasq

4.1.3 SLC responsibility clarification and alignment; Access Request or Confirmation (Action Items for all; on-going project):

4.1.3.1 Position Guide Review (from myASQ links), **Comment on existing or Draft new:**

As of 2/9/2026, Guoling received drafts or comments from: Leslie (for Membership and Finance Chairs), Maria (for Process Improvement Chair), Muzaffar (Education and Recertification Chairs), Jo (for Compliance Chair). 2/21 discussed with Edwin (Arrangements and RO Lead). 3/8 email from Sara (Welcome) of her current bandwidth and focus. **Continued Action Item:** Other SLC members.

4.1.3.2 IT tool/platform access request: none received so far.

4.2 Chair Elect (Larry Hunt): met Guoling 3/8 (~1.5hr). Larry to become more actively involved in meeting minutes review, “Catalog” update with Muzaffar, promote community (e.g. LinkedIn), potential community speaking and other projects. How to invigorate with colleges and high schools.

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4.3 Treasurer (Muzaffar Zaffar):

4.3.1 Allocation from HQ: per 2/16/26 Pulse Call: New Requirement: Section Quarterly Update Budget in Billhighway (“re:member”), and provided documented need in order to be considered for allotments. Jeff P sent questions during the call.

Billhighway training held by Component Relations 3/4 and 3/10.

[New Action Item] Budget update Q1 in Billhighway by Muzaffar?

4.3.2 BillHighway Balance Sheet (Update from Muzaffar 3/9/26)

billhighway		Balance Sheet		
Group:	Northern Virginia Section	Fiscal Year: Calendar Year 2026	Month: February	
YOUR PRIOR FISCAL YEAR IS NOT YET CLOSED. The Beginning Balance column is a projection based on current balances from the prior year. The Projected Beginning Balance may fluctuate until the previous fiscal year is closed.				
Category #	Category Description	PROJECTED Beginning Balance	Year-To-Date	Ending Balance
Assets				
1010	Cash - Operating Fund	\$4,328.43	-\$66.75	\$4,261.68
1040	Prepaid Card Funds	\$200.00	-\$94.45	\$105.55
1070	ASQ Fixed Income Fund	\$9,178.76	\$52.73	\$9,231.49
Assets		\$13,707.19	-\$108.47	\$13,598.72
Fund Balance				
3000	Fund Balance	\$13,707.19	\$0.00	\$13,707.19
Fund Balance		\$13,707.19	\$0.00	\$13,707.19
	YTD Income	\$0.00	-\$108.47	-\$108.47
Total Liabilities and Owners Equity		\$13,707.19	-\$108.47	\$13,598.72

NOTE: ASQ Investment/Withdrawal transactions is processed once per quarter. Forms must be signed by the 15th of the last month in a Quarter for Processing by the 1st week of the Next Quarter

4.4 Arrangements (Edwin Videla): (3/8/26 from Edwin, Guoling)

2/21 RO Port City Brewing Company. 15 attendees. Edwin uploaded the attendance sheet with RU values to myASQ SLC 0511 “Workspace” on 2/24.

1 walk-in, Memberplanet “retro” payment processed piloted and successful collected payment.

1 attendee’s member status does not match myASQ and SharePoint memberlists, Edwin informed that member to resolve it with ASQ. Guoling recommended Edwin adding a procedure to verify member status before the event.

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Next RO: Green Spring Gardens tentatively planned for 5/16/26.

4.5 Audit: N/A. Position Vacant.

4.6 Compliance (Jo Collins):

[1/14/26 Action Item] 1/28/26 Jo, Vladimir, Guoling met. Vladimir introduced the creation and the history of this role in the Section, shared the “Position Description” and “Compliance Log” draft from 2024 for Jo to continue to edit and lead the implementation.

2/5/26 Jo sent Guoling her updated draft of “ASQ 0511 COMPLIANCE CHAIR POSITION DESCRIPTION”. Guoling reviewed the same day. It’s a solid working document that guide the actions for the near future.

[1/28/26 meeting Action item – on-going] Jo to share the compliance log with Compliance Committee (Ken, Jo, Vladimir, Guoling), pick 1 to 3 highest priority compliance tasks to work on in the next 1-2 months. Give a brief update/reminder in SLC meeting if applicable. Still pending as of 3/9.

4.7 Database (Cyndi Reichardt): (2/11/26 from Cyndi)

4.7.1 1/14 action item: Confirm 2025 all RU events attendance report are obtained and no open questions: Cyndi 2/7/26 email said all is fine for now. Consider done.

4.7.2 2/11 Action Item: Cyndi to upload 2025 RU Matrix (PDF) to myASQ SLC “Workspace” > “Year 2025” folder- Done 2/11

4.8 Education, Recertification (Muzaffar Zaffar)- Not present

4.8.1 2026 ASQ 0511 Service Catalog draft (edited from the 2022 March version, Ken) sent to Guoling for review 2/9/26. **2/11 Action item (2026 Business Plan deliverable):** due 2/28/26 to upload current “Catalog” into myASQ section community “Library”. 2/17 Muzaffar uploaded the “ASQ Recertification Process 2026 V3.01” and “**Catalog V1.30 2026**” to myASQ 0511 “Workspace”, GC commented on 3/9, pending other SLC members review/edit. To establish the review again in 3/11 meeting.

ASQ Recertification Process 2026 V3.01.pptx	2026-02-17
Revisions: 0 Comments: 0	Zaffar, Muzaffar
ASQ0511-ProductsAndServices-Catalog-v1.30 2026 2...	2026-02-17
Revisions: 0 Comments: 1	Zaffar.

Jade reviewed the 2022 version (posted on myASQ 0511 community), recommendations from a member standpoint: make it more concise and more modern-looking ([Screenshare](#))

4.8.2 [2/11 Action item] Muzaffar to pilot drafting the OPR for the March 2026 Susan’s talk. Completed and rolled out in Memberplanet and myASQ on 3/5. Muzaffar also prepared a questionnaire related to Susan’s work for Quality, but not used in the OPR this time.

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4.9 Electronic Media, Videography (Jeff Parnes):

4.9.1 _____

4.10 Finance (Leslie Braun): _____

4.11 Historian: NA. Position Vacant.

4.12 Membership (Leslie Braun):

The total count is 288. Below are the February numbers. I emailed Sara the list, so she has the new members and email/phone numbers as the Welcome Committee

In March 2026 gained 11 professionals and lost 1 senior = total +10. Total members % increase since 2/26 = 3.59%

Since December 2025: gained 11 professional and 2 student memberships and lost 2 senior memberships. = +11 total. Total members % increase since 12/25 = 3.97%

Since March 2025: no detail was available -25 total. Total members % decline since 3/25 = 7.39%

Since March 2024: gained 6 student memberships and lost 37 professional and 25 senior memberships = -56 total. Total members % decline since 3/24 = 15.76%

4.12.1 See March 2026 data below

Member Status	Count	MemberType	Member status count
Continuous	210	Professional	140
		Senior	60
		Student	10
Proforma	59	Professional	48
		Senior	8
		Student	3
Renew	12	Professional	8
		Senior	4
		Student	0
New	7	Professional	7
		Senior	0
		Student	0
Total Members March 2026	288		
As of 3/3/2026			

4.13 Nominations (Barbara McCullough): _____

4.14 Placements: N/A. Position Vacant.

4.15 Process Improvement (Maria Habib): (Not available and provided update 3/8/26, Guoling added inputs 3/9)

4.15.1 PI project updates:

4.15.1.1 RU SOP:

12/5/25 Cyndi sent draft.

1/19/26 Maria provided feedback (many technical questions, access control, document control questions) to Cyndi and Guoling.

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2/9/26 Guoling reviewed and agreed with Maria's comments, replied to Cyndi. Guoling proposed again for 2026's events, Section to send out the RU email 1-2 weeks after the event, while the events before 12/31/25 will continue with the previous RU issuance method (DBA to send a summary only when requested). Plan to schedule a meeting with Edwin, Muzaffar, Ken, to discuss next step.

3/9 Maria update: Still waiting response on updates from Cyndi to confirm next steps and SOP finalization.

Goal: Issue accurate RU records to members in a timely fashion.

TENT 3/11 Poll: **Primary RU Issuance Timing and Method for 2026:** Auto- or manual-send shortly after Meeting/Event by email (Guoling can be the email sender for 2026, since currently only 2 SLC members have MS365 account), or Request Bulk Report from DBA.

3/11 group Discuss: **DB Access and DBA Backup?**

4.15.1.2 Webex & RU Issuance: **[1/14 SLC Action Item]** Vladimir and Guoling to work on Webex invite and Post-Meeting Email.

2/10 Guoling tested Webex "Webinar" auto-send "Thank you for attending" email, worked. Limitation is the email will auto-send when meeting ends and will not update RU value if the meeting ended up prolonged.

3/9 update: Guoling 2/27 sent Webex-like RU email to Muzaffar, Cyndi, Maria for the 2/11 meeting (0.25 RU, see below example). Muzaffar & Maria ok. Cyndi had questions for Database revision strategy and DBA work scope. Guoling clarified individual emails sending are not anticipated to be DBA's role, **to be discussed in SLC. Both DB revision and Webex test on-hold to be discussed on 3/11.** Maria suggested to establish a start date to this can be tracked.

From: Chen, Guoling <gchen@memberleader.asq.org>
Date: On Friday, February 27th, 2026 at 11:13 PM
Subject: Thank you for attending the Webex Meeting: ASQ 0511 Section Leadership Committee Meeting - FEB 2026
To: [REDACTED]

Dear [REDACTED]

Thanks for attending the Webex Meeting.

If you have comments or questions, please contact your host.

ASQ 0511 Section Leadership Committee Meeting - FEB 2026

Recertification Units Earned: 0.25 RU.

Host: Northern Virginia Section 0511
(ASQNorthernVirginia@sections.asq.org)

Wednesday, February 11, 2026

18:00 | (UTC-05:00) Eastern Time (US & Canada) | 2 hr 30 min

4.15.1.3 RO (ranger outing) Process: 1/5 Edwin draft. 2/13 Guoling revised SOP and Sign-in sheet to include RU and suggest using Sticker Name Tag. 2/16/26 Edwin sent updated draft. Guoling, Maria, Edwin conference call and discussed.

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Pending Maria to update intro section. 2/21 RO: the New sign-in sheet and Name Tag Stickers were piloted (Thank @Ken/Susan for making them). 2/18-2/19 Jeff P, Vladimir, Ken were consulted on no-show, walk-in, emergency, and transfer policies. 3/6 Guoling added the such sections and added Memberplanet set-up and “Retro” payment instructions in SOP, sent Ken, Vladimir, Edwin, Maria to review. Also pending Edwin’s updated 4 attachments drafts. Aim to meet the week of 3/16, final goa is to make effective the SOP in 4/8 SLC **[New Action Item]**

4.15.1.4 SLC Meeting Agenda/Minutes initiative last year had some setbacks as some folks were not available to attend meetings.

1/14 Action item: Guoling, Jeff C, Maria to meet in FEB to discuss minutes contents standardization, expectations and timelines. 3/9 from Maria: Guoling, Jeff C, and Maria did not meet in Feb but Maria discussed in 2/11 SLC meeting to attendees that minutes should be summarized, not contain too much personal information, and timelines need to be improved. Team is starting back up process to review/monitor when meeting minutes are sent out and best approaches to coordinate/address comments (outside of SLC Board Meeting).

4.15.2 Action Item from 2/11: Maria to upload the 1/14/25 QP report into myASQ 0511 community page. 3/8 Update: Maria to review where/how to post on the myASQ site any previous QP reports. 3/9 Guoling sent instructions. As Maria is not available on 3/11, no QP report was provided for March and Maria will do some highlights when she’s available at her next meeting.

4.15.3 Action Item from 1/14: Maria to inquire about WCQI 2026 stipend and discuss with her company on attending. 3/8 Update: Maria also to discuss with Guoling on if she will be attending WCQI and receiving the WCQI 2026 stipend. TBD.

4.16 Programs (Ken Rapuano): (3/2/26 from Ken)

Schedule of the upcoming programs in 2026

- January – Path to Quality: Vladimir, Barbara, and Ken (moderators)
- February – Ranger Outing (Port City Brewery)
- March – “What Does Trust Have to do with Leadership?” Susan Schall
- April – Logistics of Emergency Room Operations, Andrew Meisler
- May – Ranger Outing (Green Spring Garden, reschedule from 10/25)
- June – Quality Compliance in Biotech/Pharmaceutical, Jo Collins
- July – Ranger Outing (Indoor, TBD)
- August – Open
- September/October – Ranger Outing (Outdoor, TBD)/Potential Program on Updates to ISO 9001
- November – “Ranger Outings, A Year in Review”
- December – TBD, Chair’s Report or Path to Quality

TENT: Jeff P’s recruit going to speak in August.

Guoling’s 3/9 question to Ken: what about the 2/11 Action Item of “Exchange” or “Joint” webinar with other GCC or TCC? (a deliverable in the Business plan)

4.17 Strategy (Vladimir Nesterovich): ____

4.18 Voice of the Customer: N/A. Position Vacant.

4.19 Webmaster (Jeff Parnes):

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4.19.1 Action item from 1/14/26 and 2/11 SLC: call for volunteers to QC and validate the “asq0511.org” email alias in the “2026Aliases.txt” file from Jeff P.

Guoling’s email to “board26” and a few other alias emails sometimes were bounced back, sometimes worked.

2/11: Jeff P Screenshared the 2026Aliases.txt file. **2/11 Action Item:** Jeff P emails the path to SLC again; All SLC members please review and provide inputs. **Screenshare again on 3/11 to see progress.**

4.20 Welcome (Sara McAlpine): (3/8/26 from Sara)

She obtained the email of the member whose email was missing in JAN member list, emailed and welcomed that member. This action item was resolved.

She keeps a handwritten email and phone-call log. Mentioned there were a Welcome procedure and Log in the “old” ASQ0511 website. @SLC does anyone know where to locate this?

5. Roundtable/Misc.:

5.1 _____

6. Action Items New and Old (by Secretary/Vice Secretary):

***Inform SLC member after the meeting if they were not present.**

Action Item ID (Ayyymm-nn)	Task	Assigned to	Date assigned	Due Date	Progress Notes	Status/ Date Done
A2601-01	Forward CR’s invitation of the 1/24/26 Orlando Meeting to all ASQ 0511 active members	Jeff P	1/14/2026	Not specified by should be before 1/24/26	Completed	Complete
A2601-02	Ask ASQ CR whether the 1/24/26 meeting will be recorded	Guoling	1/14/2026	1/24/2026	Asked CR multiple times. It was recorded but audio quality not suitable. Shared PPT.	Complete 2/6/26
A2601-03	Membership Chair (Leslie) please also confirm 365 log-in. Get trainings if needed.	Leslie	1/14/26	Not specified	Leslie confirmed access. Long-term user, training not required.	Complete (per 2/11/26 SLC)
A2601-04	Chair (Guoling) to confirm access to Memberplanet and get training. Get training on Billhighway.	Guoling	1/14/26	Not specified	Memberplanet access done. To attend training sessions from Component Relations as needed.	Complete (per 2/11/26 SLC)

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A2601-05	SLC to discuss who else needs what access to what platforms, so we can request from Component Relations and/or set up ourselves.	SLC	1/14/26	Not specified	2/11/26 SLC Guoling showed Excel summary of current SLC-platform access. Pending a few responses.	TBD
A2601-06, A2601-07, A2601-08	All SLC members: review Position Guide from myASQ, confirm roles and responsibilities, AND confirm or request access to needed platforms to perform your duties. If the "Guide" does not reflect your current responsibilities, provide comments/edits; If a "guide" for your position does not exist yet, draft one based on current responsibilities or assignments. Send to Chair, Chair Elect, Past Chair to review.	SLC	1/14/26	First draft due 2/4/26; On-going	As of 2/11: Guoling received drafts or comments from: Leslie (for Membership and Finance Chairs), Maria (for Process Improvement Chair), Muzaffar (Education and Recertification Chairs), Jo (for Compliance Chair). 2/21 discussed with Edwin (Arrangements and RO Lead). 3/8 email from Sara (Welcome) of her current bandwidth and focus. Other SLC members edits/acknowledgements of the listed responsibilities pending	TBD
A2601-09	send out to everyone the link and where to get the position guide information	Ken	1/14/26	1/16/26	1/26-1/27 Guoling, Ken, Barbara emails to confirm current link. Guoling emailed SLC on 1/30.	1/30/26 Complete
A2601-10	items log to be added to SLC Meeting Agenda/Minutes	Jeff C	1/14/26	Not specified	Jan 2026 Action Items added to Feb 2026 SLC Meeting Agenda by Jeff C.	2/11/26 Complete
A2601-11	Inquire about WCQI 2026 stipend and will also discuss with her company on attending WCQI 2026.	Maria	1/14/26	Not specified	TBD	TBD
A2601-12	Welcome email	Sara	1/14/26	Not specified	As of 2/7: Will call-email not available.	TBD

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A2601-13	Work on Webex and Post-Meeting Email	Guoling, Vladimir	1/14/26	Not specified	2/27 Guoling sent Webex-like RU email to Muzaffar, Cyndi, Maria for the 2/11 meeting (0.25 RU). Muzaffar & Maria ok. Cyndi question for DBA scope, Guoling Clarified, both on-hold to be discussed on 3/11	Complete
A2602-01	Joint meeting/possibly virtual	Ken	2/11/26	Review next meeting 3/11/26	TBD	Open
A2602-02	Share the compliance log with Compliance Committee (Ken, Jo, Vladimir, Guoling), pick 1 to 3 highest priority compliance tasks to work on in the next 1-2 months. Give a brief update/reminder in SLC meeting if applicable.	Jo	1/28/26	Review next meeting 3/11/26	1/28/26 Jo, Vladimir, Guoling met. Vladimir shared the "Log" draft from 2024 to Jo for edit. Pending Log draft from Jo as of 3/9	TBD
A2602-03	Muzaffar to pilot drafting the OPR for the March 2026 Susan's talk. Reached out to Ken to obtain Susan's Bio and other information regarding her talk.	Muzaffar	2/4/26	Next Meeting 3/11/26	TBD	TBD
A2602-04	Draft Vice Secretary recruitment posting, send to Guoling and Barbara by 3/8/26 to review. After recruitment posting finalized, Jeff C work with Guoling to post it on myASQ within 3 days	Jeff C	2/11/26	3/8/26	Pending draft from Jeff C as of 3/9	TBD

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Action Item ID (Ayyymm-nn)	Task	Assigned to	Date assigned	Due Date	Progress Notes	Status/ Date Done
A2602-05	Guoling to post the 1/24/265 Orlando ASQ Meeting PPT on myASQ 0511 SLC community page.	Guoling	2/14/26	2/14/26	Guoling uploaded on 2/15/26. Done.	Complete. 2/15/26
A2602-06	Make sure you are in the myASQ 0511 SLC community, and update your email preference to Opt In receiving community emails	All SLC	2/11/26	2/18/26	As of 3/8 there are still 3 SLC members not in myASQ SLC community, 3 SLC members Opted out from receiving community emails from myASQ0511 and/or ASQ 0511 SLC communities. Guoling reminded / sent invite again on 3/8 & 3/9	Complete
A2602-07	Create work instruction of naming/organizing, version control and doc control the folders in myASQ workspace	Unassigned as of 2/11/26	Mentioned 2/11/26	Unassigned as of 2/11/26	TBD	TBD
A2602-08	Upload final 2025 RU Matrix (Excel) PDF to myASQ SLC "Workspace" > "Year 2025" folder.	Cyndi	2/11/26	Not specified	Cyndi uploaded on 2/11	Complete 2/11/26
A2602-10	Upload the 1/14/25 QP report into myASQ 0511 community	Maria	2/11/26	Not specified	3/8: Maria need to find out how/where to upload. Guoling created the "QP Report" subfolders in myASQ 0511 "Library", sent instructions with screenshots on 3/9.	TBD
A2602-11	Jeff P to resend the "2026Aliases.txt" path to SLC; All SLC members to review and comment.	Jeff P; All SLC	2/11/26	Not specified	Complete	Complete

Title	ASQ Section 0511 MAR 2026 Section Leadership Committee Draft Meeting Minutes				
Meeting Date (Monthly, 2 nd Wed.)	11 March 2026	Time	18:00 to 19:00 (1hr)	RU value	0.1
Location	Webex				

Action Item ID (Aymm-nn)	Task	Assigned to	Date assigned	Due Date	Progress Notes	Status/ Date Done
A2602-12	“Asq0511.org” alias email set up need QC (against the “2026Aliases.txt” after it’s finalized), then validated by a 2 nd person.	TBD	TBD	TBD	Mentioned 1/14/26, unassigned as of 2/11/26, need volunteer	TBD
A2602-13	Update and upload the current “Catalog” to myASQ 0511 Library [Business Plan deliverable]	Muzaffar	2/11/26	2/28/26	Muzaffar uploaded ASQ0511-ProductsAndServices-Catalog-v1.30_2026, into myASQ 0511 SLC “Workspace”, GC commented 3/9. pending SLC review	TBD
A2602-14	Quorum met requirements	Ken	3/11/26	4/8/26		

Attachments: Inserted above.