

Title	ASQ Section 0511 APR 2026 Section Leadership Committee Meeting Minutes				
Meeting Date (Monthly, 2 nd Wed.)	08 April 2026	Time	18:00 to 19:00 (1hr)	RU value	0.1
Location	Webex				
Agenda Prepared by, Date	Guoling Chen, 07 APR 2026		Minutes Taken by	Larry Hunt	
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	N (Prior notice)
Secretary	Secretary26@asq0511.org	Jeff Cadel	N (Prior notice)
Treasurer	Treasurer26@asq0511.org	Muzaffar Zaffar	W

1.4 In the SLC (total 14 members) excluding the minimum 2 attended-elected-officers, an additional 25 percent i.e. three SLC members, 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	N
Database Administrator	DBA26@asq0511.org	Connie Broadie	W
Education Chair	Education26@asq0511.org	Muzaffar Zaffar	W
Recertification Chair	Recertification26@asq0511.org		
Electronic Media Chair	EMedia26@asq0511.org	Jeff Parnes	N
Webmaster	Webmaster26@asq0511.org		
Videography Chair	Videography26@0511.org		
Vice Treasurer	ViceTreasurer26@asq0511.org		
Membership Chair	Membership26@asq0511.org	Leslie Braun	W
Finance Chair	Finance26@asq0511.org		
Welcome Committee	N/A		
Nominations Chair	Nominations26@asq0511.org	Barbara McCullough	W
Process Improvement Chair	ProcessImprovement26@asq0511.org	Maria Habib	N
Programs Chair	Programs26@asq0511.org	Ken Rapuano	W
Strategy Chair	Strategy26@asq0511.org	Vladimir Nesterovich	W
Welcome Chair	Welcome26@asq0511.org	Sara McAlpine	N
Vice Secretary	ViceSecretary26@asq0511.org		[Vacant] N/A
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?
N/A	Personal email	Reena Kersch	W
N/A	Personal email	Andrew Ziegler	W
N/A	Personal email	Ankith Shetty	W
Volunteer	Personal email	Jade Wang	W
N/A	Personal email	John Paul	W (only attended 18 mins)

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

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Officer Type	Number Attended	Requirement for Quorum	Quorum was Met? (Yes/No)	Next step (Proceed or Reschedule Meeting)	
Elected	3	≥ 2	Yes	Proceed	
"Additional"	7 (should be 8?) (Total attended <u>10</u> – minimum 2)	≥ 3 [25% x (Total SLC (14) – minimum 2)]			

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

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); Larry (3/10)	Most Recent Draft Date	3/11/2026 (Jeff C.)
Minutes Approved? (Yes / No, explain)		Yes			
Action Item (choose one)	<input checked="" type="checkbox"/> Approved: Secretary to upload the approved minutes PDF into myASQ "Northern Virginia Section Leadership" community > "Workspace" > "Year 2026" folder, by date: <u>Not specified. Due to Jeff C not present in SLC on 4/8/26, Guoling will clean up and upload it to Workspace.</u> (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 MAR 2026 Section Leadership Committee Meeting Minutes				
Meeting Date	11 MAR 2026	Minutes Taken by		Jeff Cadel	
Initial Draft Date	24 MAR 2026	Feedback from	Guoling (3/24)	Most Recent Draft Date	04/06/2026 (Jeff C.)
Minutes Approved? (Yes / No, explain)		Yes			
Action Item (choose one)	<input checked="" type="checkbox"/> Approved: Secretary to upload the approved minutes PDF into myASQ "Northern Virginia Section Leadership" community > "Workspace" > "Year 2026" folder, by date <u>Not specified. Due to Jeff C not present in SLC on 4/8/26, Guoling will clean up and upload it to Workspace. Note that the "Number attended" column values were incorrect no matter following Ken's proposed counting method or using the "old" counting method, but it was certain that the minimum attendance requirements were met, on the 4/8/26 SLC, it was decided to just enter ">2" and ">3" for the "Elected" and "Appointed" rows respectively.</u> (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: Changes since last SLC meeting:

- 3.1.1 Cyndi resigned from DBA role on 3/17/2026. Connie appointed as DBA effective 4/1/2026. Guoling informed Component Relations and Component Relations acknowledge and updated their records. Resignation Accepted by SLC
- 3.1.2 As previously informed, Jo's last day as Vice Secretary was 3/31/26. Still serving as Compliance Chair for 2026. Guoling informed Component Relations of the change, but response from Component Relations indicates there may be some discrepancies with the SLC list. Guoling will follow up and check with Jeff P and Barbara. **[New Action Item]**


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3.2 Vacancies:

Currently vacant: Audit, Historian, Placements, Voice of Customer, Vice Secretary.

3/11 SLC: Jeff C & Guoling work together to post Vice Secretary position on myASQ Volunteer Hub – DONE, position posted on myASQ on 4/2.



[Northern Virginia Vice Secretary](#)

04-02-2026
Online Opportunity
Apply Today!

New Action Item – post the remaining open positions on volunteer hub.

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:

4.1.1.1 The Regional-Section 1:1 Meeting that was scheduled for 3/27 was rescheduled for 4/25 due to Ada not available/not blocking her calendar.

4.1.1.2 Regional Pulse Call held on 4/6, topics covered (copied from Natasha 4/7email):

- Insights from the Voice of the Customer (VOC) New Member Survey, highlighting what new members value most early in their ASQ journey and how this aligns with what sections are experiencing locally.
- A high-level discussion on engagement and retention, including why sustained engagement — not recruitment alone — is key to stabilizing membership.
- A South Atlantic Region health snapshot, shared for context (not comparison) to better understand trends and support needs across sections.
- A look at membership type and leadership sustainability, reinforcing how engagement depth and modeling commitment help build long-term stability.
- Updates on Leadership Gap Closure and Student Branch support efforts across the Region.
- Introduction to new and existing resources for member leaders, including the ASQ Engagement Playbook and the ASQ Member Leader Event Toolkit. Accepted

4.1.2 myASQ promotion as deliverables in the 2026 and previous years' Business Plans:

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: 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. **As of 4/7:** SLC community still missing Jo, Sara and Vladimir. **Action Item**

2/11 SLC & On-going: All SLC members: upload & comment SLC meeting agenda, minutes, SOPs, RO trackers, RU Matrix, etc., into the myASQ SLC community "Workspace".

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3/11 & On-going: Guoling & Barbara create a few action items in myASQ. As of 4/7: Guoling created 1 action item in myASQ. Guoling reached out to Barbara a few times to schedule meeting but pending response. Continue adding more in April. **Action Item**

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: received some request to be added as community admin to view member info. Granted Jade (volunteer) access to Memberplanet to post events. **Jade's Action Item:** post non-RO OPRs.

Commented [GC1]: Added for clarity

4.1.4 New Work Instructions and Forms:

4.1.4.1 ASQ0511-WI04_Memberplanet Event Creation and Report, drafted by Jade and Guoling, Connie reviewed ok, now pending Edwin adding the payment & reimbursement sections. **Action Item Edwin**

4.1.4.2 RU Calculation and Issuance Worksheet for 2026: see Database section below.

4.2 Chair Elect (Larry Hunt): (4/7 email) Action Items – in progress

4.2.1 Meeting minutes and other Section documents quality and accuracy review & provide feedback – no updates received;

4.2.2 “Catalog” update & layout improvement with Muzaffar: contacted Muzaffar 3/12, pending response.

4.2.3 Promoting ASQ on Linked-In and other social media sites: no updates received.

4.2.4 Investigate speaker engagements by Members, like graduating students, local High School and Colleges, promoting Quality Management as a vocation: no updates received.

4.3 Treasurer (Muzaffar Zaffar): (4/7 email)

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. Billhighway training held by Component Relations 3/4 (Guoling, Muzaffar, Jeff P participated) and 3/10 (Edwin participated).

[3/11 Action Item] Budget update Q1 in Billhighway by Muzaffar? 3/30: Guoling emailed Muzaffar asking for updates; reminded 4/7, pending response. Action Item for Muzaffar

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4.3.2 BillHighway Balance Sheet (Muzaffar 4/7/26)

billhighway		Balance Sheet			
Group:	Northern Virginia Section	Fiscal Year:	Calendar Year 2026	Month:	April
Category #	Category Description	Beginning Balance	Year-To-Date	Ending Balance	
Assets					
1010	Cash - Operating Fund	\$4,328.43	-\$58.10	\$4,270.33	
1040	Prepaid Card Funds	\$200.00	-\$94.45	\$105.55	
1070	ASQ Fixed Income Fund	\$9,178.76	\$80.38	\$9,259.14	
Assets		\$13,707.19	-\$72.17	\$13,635.02	
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	-\$72.17	-\$72.17	
Total Liabilities and Owners Equity		\$13,707.19	-\$72.17	\$13,635.02	

Reviewed by SLC.

Muzaffar and Edwin discussed issued encountered regarding adding funds to the "Prepaid Card". Muzaffar and Edwin to follow up offline.

NOTE/Reminder: 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.

Commented [GC2]: Changed "approved" to "reviewed" for clarity (nothing to approve at the time)

Commented [GC3]: added

Commented [GC4]: deleted "Muzaffar action item", this is just a reminder to the SLC about the rules

4.4 Arrangements (Edwin Videla): (4/5/26 email)

Visit Logistics

- Place Green Spring Gardens
- Date Sunday 05/17/2026 Meet at 10:45, tour starts 11:00am
- Schedule
 - 10:45-12:15 Tour (0.15 RU)
 - 12:15-12:45 Time to drive to Restaurant
 - 12:45-1:45 Networking Lunch (0.10 RU)
- Pricing ASQ Ticket \$25
- Number of attendants 15 people (dependent on number of guides)
- Lunch/Networking Venue Fratelli Italian Restaurant

4.5 Audit: N/A. Position Vacant.

4.6 Compliance (Jo Collins): No updates received as of 4/7

[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.

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2/5/26 Jo sent Guoling her updated draft of "ASQ 0511 COMPLIANCE CHAIR POSITION DESCRIPTION". Guoling reviewed 2/5 - solid working document to guide 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 4/7. **Jo's Action Item**

4.7 Database (Connie): (4/7 from Connie; 4/7 Guoling with 4/1 Vladimir input)

4.7.1 New Action Item: update the working document **2026 RU Matrix (Excel)**, upload to myASQ SLC "Workspace" > "Year 2026" folder. → Cyndi resigned 3/17. Guoling asked for hand-off material, no response as of 4/7. Re-assign to Guoling & Jade on 3/20/2026, due date pushed to 6/30/2026 to upload Q1 & Q2 together.

4.7.2 Connie is our new DBA starting 4/1/2026. Approved

4.7.3 Connie and Guoling met in late March to discuss work scope. Connie will be responsible to manage the web-based database, verify and issue RU reports as requested, for RU events 4/1/2023 to 12/31/2025, ask Guoling to help verification as needed. First step is to gather all raw attendance records for this period. Guoling requested the 2025 RO attendance sheet from Edwin and uploaded to myASQ "workspace". 4/7 Connie: She has pulled all of the attendance and registration information for the past 3 years and have started verifying it against what is currently in the DB. 2025 needs a little work but shouldn't have too much of an issue to get a requested report out. She will reach out with any questions.

4.7.4 Due to the limitation of the current web-based database, RU events in 2026 will NOT be entered into the web-based database for now. Guoling met with Jade (volunteer) and they will enter and verify the RU attendance and records in Excel. Guoling and Jade drafted ASQ0511-WS01_Meetings and Events RU Calculation and Issuance Worksheet_V1 in late March. **[Screenshare]**

SOP paused drafting pending alignment within the section for actual attended meeting length-RU to grant rules. Vladimir proposed:

(1) The person needs to attend at least 55 minutes of the meeting within 7:00-8:30.

(2) The person must skip no more than 25 minutes of the 7:30-8:30 timeslot (i.e., when the "speaker" is presenting educational material) - In other words, the person may leave no earlier than 8:05.

(3) The person needs to comply with the special rules, if any. E.g. At "Professional Night: Path to Quality", if called upon by the Moderator, the attendee must speak, because that's the condition of the event. Quality Matters Round Tables do not have such a rule.

(4) If the above rules are complied with, the full 0.15 is issued, plus any OPR credits.

- Otherwise, the attendance credit is denied, which includes forfeiture of the OPR if one was claimed.

- If the person logged in but credit was denied, then this needs to be recorded (including the grounds of credit denial).

SLC Approved change. **Jade and Guoling to continue drafting the Work Instruction and Worksheet.**

4.8 Education, Recertification (Muzaffar): (4/7 Muzaffar email; Guoling inputs)

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4.8.1 2/11 Action item (2026 Business Plan deliverable): "Catalog" revision.

2/4 Muzaffar Guoling Met to review version in myASQ (2022 March, by Ken). 2/9 Muzaffar edited from the sent to Guoling. 2/17 Muzaffar uploaded the "ASQ Recertification Process 2026 V3.01" and "Catalog V1.30 2026" to myASQ 0511 "Workspace", Guoling commented on 3/9, pending other SLC members review/edit. 3/12 Larry emailed Muzaffar to schedule a meeting, pending response as of 4/7. [Screenshare the "Catalog" draft]

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

3/7 Jade (section member) reviewed the 2022 version, recommendations from a member standpoint: make it more concise and more modern-looking (Guoling also shared with Larry) [Screenshare]

4.8.2 New Action Item Vladimir and Larry suggested this (Catalog) be done by committee to include Vladimir (Author), Muzaffar, Larry and others selected to review and document any changes to Catalog. and approve.

-----The meeting stopped here because time was up and needed to move on to the 7pm Section Member Meeting. The agenda topics below were circulated prior to the meeting but were not discussed in this SLC meeting. Guoling will follow up with relevant SLC members ad-hoc.-----

Commented [GC5]: Added yellow texts for clarity.

Meeting Ajourned 6:56pm

Commented [GC6]: Changed 6:55 to 6:56 per Webex record.

4.8.3 Muzaffar drafted the OPR for 3/11 Susan's talk and 4/8 Andy's talk. Jade (volunteer) successfully posted the 4/8 OPR on Memberplanet under Guoling's training and supervision.

4.9 Electronic Media, Videography (Jeff Parnes): Not present (prior notification), no updates received.

4.10 Finance (Leslie Braun): no updates received.

4.11 Historian: NA. Position Vacant.

4.12 Membership (Leslie Braun): (4/8 from Leslie):

In April 2026 lost 3 professionals and 3 seniors = total -6. Total members % decrease since 3/26 = -2.08%
Since January 2026: gained 4 professional and 2 student memberships and lost 4 senior memberships. = +2 total. Total members % increase since 1/26 = 0.71%
Since April 2025: gained 5 student memberships and lost 3 professional and 17 senior memberships. -15total. Total members % decline since 3/25 = -5.05%
Since April 2024: gained 6 student memberships and lost 8 professional and 24 senior memberships. = -26 total. Total members % decline since 4/24 = 18.44%

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Member Status	Count	MemberType	Member status count
Continuous	200	Professional	134
		Senior	56
		Student	10
Proforma	54	Professional	41
		Senior	10
		Student	3
Renew	18	Professional	15
		Senior	3
		Student	0
New	10	Professional	10
		Senior	0
		Student	0
Total Members April 2026	282		
As of April 7, 2026			

4/7 from Guoling: per myASQ as of 4/7: 283 section members, 7 new members joined in the last 30 days, welcome email sent.

Commented [GC7]: deleted "approved" (nothing to approve here, just reviewing the numbers, plus the meeting ended before this topic

- 4.13 Nominations (Barbara McCullough): no updates received.
- 4.14 Placements: N/A. Position Vacant.
- 4.15 Process Improvement (Maria Habib): (May or maynot be able to attend, provided updated 4/7; Guoling inputs 4/7)
 - 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.
 - 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.
 - 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.

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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. Both DB revision and Webex test were on-hold to be discussed in SLC. Maria suggested to establish a start date to this can be tracked.

[potential action item] If teams agree and after the RU values rules are agreed upon/approved, Guoling to send out the RU emails for JAN, FEB, MAR 2026 to all

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

participants.

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

A poll was not conducted in the 3/11 SLC meeting due to insufficient time.

2 focused group meetings (had to split in 2 meetings due to scattered availability) held in mid-March to discuss improvements to RU process; the 2nd meeting was held to receive Cyndi's feedback but she did not attend the meeting and resigned from the DBA position. Team to circle back on this and need to determine next steps. **New Action Item**

4/8 discuss: **RU Issuance Timing and Method for 2026:**

- (1) 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), AND Issue RU Bulk Report when requested, v.s. (2) ONLY issue RU when requested.

Guoling added current reality: not all members are aware that they need to submit RU request in order to get RU report; we have received member requesting RU after each event.

Note: RU before 12/31/2025 will be issued by Connie using the web-based database in conjunction of verifying accuracy by Connie/Guoling. – as previously discussed and agreed by Connie and Guoling.

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4.15.1.3 RO (ranger outing):

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. 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. Pending Edwin's updated 4 attachments drafts.

3/8 Edwin edited SOP and shortened the RO announcement using the Feb RO as example.

3/18 Guoling edited SOP and shortened announcement, replied Edwin. In good shape, pending Ken, Vladimir, Muzaffar to respond on a few questions. [\[Screenshare ASQ0511-WI01_Ranger Outing Work Instruction\]](#)

3/25 Edwin sent updated RO tracker excel. Guoling provided feedback to the date for the 4/8 SLC. Guoling to review the tracker and provide additional feedback to Edwin. **Guoling Action Item**

4.15.1.4 SLC Meeting Agenda/Minutes Review and Turnaround time: little progress last year b/c key stakeholder not available to meet.

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.

4/7: backup should be assigned to take minutes as Vice Secretary position is open. Process to update and send out minutes earlier may need to be revisited with a longer timeframe allowed for Secretary to complete. Team to continue to monitor. Approved

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. 4/7: No QP report this month as the speaker session will take likely more than an hour. Maria to reconvene in May. New Action Item

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. 4/7: Maria is in the process of receiving approval to attend and would like to know if a stipend can be provided in lieu of Maria doing a presentation sometime in 2026. Approval Pending

4.16 Programs (Ken Rapuano):

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(Guoling notes) Jo 3/30 email: need to change her June presentation to July 2026. Will have presentation outline prepared by 5/31. Will coordinate with Ken and Edwin regarding dates.

Ken 4/6: Not enough time to schedule another RO in July. Email from Zac Jarrard who offered a webinar, and he is agreeable either to filling in for the fall if one of our programs falls through or for March 2027. Topic TBD, but he said he had several.

Guoling's 3/9 & 4/6 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): no updates received.

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

4.19 Webmaster (Jeff Parnes): Not present (prior notification), no updates received.

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. **To follow up.**

4.20 Welcome (Sara McAlpine): no updates received for April, below was her 3/8 updates:

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 items marked as completed, cancelled or expired in previous-months meeting minutes can be deleted.

Action Item ID (Ayyymm-nn)	Task	Assigned to	Date assigned	Due Date	Progress Notes	Status/Date Done
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

Title	ASQ Section 0511 APR 2026 Section Leadership Committee Meeting Minutes				
Meeting Date (Monthly, 2 nd Wed.)	08 April 2026	Time	18:00 to 19:00 (1hr)	RU value	0.1
Location	Webex				

Action Item ID (Ayyymm- nn)	Task	Assigned to	Date assigned	Due Date	Progress Notes	Status/ Date Done
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; Ongoing	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
A2601-11	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 member, email not available. 3/8: email obtained, completed.	Done per Sara 3/8 email
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	TBD
A2602-01	Joint meeting/possibly virtual	Ken	2/11/26	Review next meeting 4/8	Still pending as of 4/6	TBD

Minutes Approval Date: _____

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Action Item ID (Ayyymm- nn)	Task	Assigned to	Date assigned	Due Date	Progress Notes	Status/ Date Done
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 4/8	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; still pending as of 4/7	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 4/8	Done. Guoling worked with Connie and posted on Memberplanet 3/5.	Done 3/5/26
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	3/10: Jeff C sent Vice Secretary position guide draft Pending draft. Guoling forwarded to Barbara to review first. Guoling asked Jeff C to send a short recruitment blurb for posting on myASQ. 4/2 Posted on myASQ volunteer hub (Guoling submitted form on myASQ).	Done 4/2/26
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. Still pending Jo, Sara, Vladimir as of 4/7.	TBD

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Action Item ID (Ayyymm- nn)	Task	Assigned to	Date assigned	Due Date	Progress Notes	Status/ Date Done
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	Cancelled on 3/11/26 SLC.	Cancelled 3/11/26
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	TBD	TBD
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

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Action Item ID (Ayyymm-nn)	Task	Assigned to	Date assigned	Due Date	Progress Notes	Status/Date Done
A2603-01	Align and proceduralize the SLC attendance counting rules for quorum.	Ken	3/11/26	4/8/26	Ken sent draft 3/24, Vladimir, Guoling, Jeff P provided comments 3/25. Different interpretations and rules regarding "Elected" positions and counting rules. Ken and Guoling email 4/7. Pending Ken to send a revised attendance sheet using March SLC meeting as example. Ken sent example on 4/8, see Att1.	TBD
A2603-02	Pilot - Post Action Items in myASQ "Workspace"	Guoling, Barbara	3/11/26	On-going	As of 4/7 Guoling posted 2 entries so far.	TBD
A2603-03	Update Q1 budget in Billhighway	Muzaffar?	3/11/26	Not specified	TBD	TBD

Attachments:

Attachment 1 SLC Attendance Quorum Counting Method proposed by Ken 20260408.

03.11.26 ASQ Leadership Meeting_final

From: [Rapuano, Ken <rapuano@hqi.com>](mailto:rapuano_ken@hqi.com)
 To: [Guoling <guoling30@gmail.com>](mailto:Guoling-guoling30@gmail.com)
 Cc: Jeff Cadel <jcadel697@gmail.com>, ASQ Board <board26@asq0511.org>

Wed, Apr 8, 2026 at 9:40 AM

Going off the roster of the March 2026 meeting, we have 14 members of the SLC -- I realize that this is outdated, but it will always be a moving target, so I'm going off the last documented meeting. Jeff P and Muzaffar are counted once, despite having both elected and appointed positions.

1. Guoling
2. Larry
3. Jeff P
4. Jeff C
5. Muzaffar
6. Edwin
7. Jo
8. Cyndi
9. Leslie
10. Barbara
11. Maria
12. Ken
13. Vladimir
14. Sara

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

Requirements for quorum: Two section elected officers and an additional 25% of the members of the SLC

Officer Type	Total	Number Attended	Requirement for Quorum	Quorum was Met? (Yes/No)	Next step (Proceed or Reschedule Meeting)
SLC Members	14	8	See below	--	--
Elected	5	3	>=2	Yes	Proceed
Additional SLC members*	12	6	>=25% (3)		

* Minus two for the officers required to meet the elected officer threshold

Minutes Approval Date: _____