Title	ASQ Section 0511 June 2026 Section Leadership Committee Meeting Minutes				
Meeting Date (Monthly, 2nd Wed.)	10 JUN 2026	**Time**	18:00 to 19:00	**RU value**	0.1
Location	Webex				

Agenda Prepared by, Date	Guoling Chen, 07 JUN 2026	**Minutes Taken by**	Yurlady Chaverra Palacios
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	N (prior notice 6/10)
Past Chair	PastChair26@asq0511.org	Jeff Parnes	N (prior notice 6/10)
Secretary	Secretary26@asq0511.org	Jeff Cadel	N (prior notice 6/8)
Treasurer	Treasurer26@asq0511.org	Muzaffar Zaffar	W

   - **1.4** In the SLC (total 15 members), subtracting the minimum 2 attended-elected-officers **(even if more than 2 elected officers attended, ONLY subtract 2)**, 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	W
Database Administrator (RU for 2025 & prior)	DBA26@asq0511.org	Connie Broadie	W
Digital Systems Implementation Chair (Memberplanet; myASQ; RU WS for 2026)	TBD, DBA26@asq0511.org	Jade Wang	W
Education Chair	Education26@asq0511.org	Muzaffar Zaffar	W
Recertification Chair	Recertification26@asq0511.org		
Electronic Media Chair	EMedia26@asq0511.org	Jeff Parnes	N (prior notice 6/10)
Vice Treasurer	ViceTreasurer26@asq0511.org		
Videography Chair	Videography26@0511.org		
Webmaster	Webmaster26@asq0511.org		
Membership Chair	Membership26@asq0511.org	Leslie Braun	N (prior notice 6/5)
Finance Chair	Finance26@asq0511.org		
Nominations Chair	Nominations26@asq0511.org	Barbara McCullough	W
Process Improvement Chair	ProcessImprovement26@asq0511.org	Maria Habib	W
Programs Chair	Programs26@asq0511.org	Ken Rapuano	W
Strategy Chair	Strategy26@asq0511.org	Vladimir Nesterovich	W
Vice Secretary	ViceSecretary26@asq0511.org	Yurlady Chaverra Palacios	W
Welcome Chair	Welcome26@asq0511.org	[Vacant]	N/A
Audit Chair	Audit26@asq0511.org	[Vacant]	N/A
Historian	Historian26@asq0511.org	[Vacant]	N/A

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Position	Email	Name	Attended?
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?
Section Member	Personal email	John Paul Macias	W
Section Member	Personal email	Reena Kersch	W

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

Officer Type	**Requirement for Quorum**	**Number Attended**	**Quorum was Met?** (Yes/No)	**Next step** (Proceed or Reschedule Meeting)
Total (15)	See below	11	Y	Proceed
Elected	≥ 2	2		
“Additional” (besides the 2 minimum elected)	≥ 3 [25% x (Total (15) – minimum (2)]	9 (Total attended -2)		

2. Approval of Previous Month’s SLC Meeting Minutes

Title	ASQ 0511 **MAY** 2026 Section Leadership Committee Meeting Minutes				
Meeting Date	13 MAY 2026		Minutes Taken by	Guoling Chen	
Initial Draft Date	14 MAY 2026	Feedback from	Leslie (5/15/26) – 1 grammar edit; Connie B. (6/3/26) and Jeff C had no comments (6/3/26)	Most Recent Draft Date	07 JUN 2026 (This version wasn’t sent to SLC again b/c only spelling edits)
Minutes Approved? (Yes / No, explain)	Yes				
Action Item (choose one)	☒ Approved: upload the approved minutes PDF into myASQ “**Northern Virginia Section Leadership**” community> “**Workspace**” > “**Year 2026**” folder: assigned to Yurlady Ch. Due date 6/16/26__ [**Action Item A2606-01]** (Change watermark from “Draft” to “Approved”, add approval date in the footer) ☐ NOT approved: Secretary or designee __ 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 Change Since Last SLC Meeting:

3.1.1 The Chair opened the SLC meeting by announcing that several positions had changed for the month of June. Resignations were received for the Welcome Chair and the Welcome Committee roles. The Chair further noted that two new volunteers have joined the SLC: the Vice Secretary and the Digital System Implementation Chair.

3.1.2 **Sara** resigned from the Welcome Chair role on 6/6/26 by email (sent to board26@asq0511.org). Guoling acknowledged, thanked and replied to Sara on 6/7/26, and asked Sara for hand-off documents for the next person who picks up the role in future. Sara keeps a handwritten email and phone-call log. 6/8 – Sara noted the Welcome Committee log and a few associated docs were on the Section’s SharePoint site; however, it is not certain if these items are still on the SharePoint site or have been moved. Sara will see what she kept on file and provide it to Guoling.

3.1.3 **Leslie** 3.1.3Leslie asked to be removed from the Welcome Committee as she does not have the bandwidth to take on extra responsibilities (6/5 email). Guoling acknowledged. **6/10 Action Item A2606-02:** Jeff P to update the email alias to reflect the following position changes for: Sara, Leslie, Yurlady, and Jade.

3.1.4 **Vice Secretary: position filled**! **Yurlady Chaverra is the new VP Secretary**.

4/2 position posted in volunteer hub. 5/25 Application received. 5/31 Guoling met by Webex; forwarded applicant myASQ links to Jeff P, Jeff C, Ken, Larry, Muzaffar, Vladimir. 6/9 Appointed and effective.

Yurlady Chaverra introduced herself to the Leadership Committee and expressed her enthusiasm for joining the group as a new ASQ member and as part of the Northern Virginia Section.

3.1.5 **Jade Wang** (who has been volunteering in our Section since Feb 2026) has been appointed as Digital Systems Implementation Chair, effective 6/1/26. Her roles and responsibilities include but are not limited to: posting non-RO OPR in MemberPlanet, developing RU WS for 2026, promoting use of myASQ.

Jade Jade Wang introduced herself as an ASQ member since August 2025 and a volunteer with the Northern Virginia Section since February 2026. She noted her engagement in various division activities and highlighted Guoling's leadership and contributions as Chair

3.1.6 Guoling's proposal (to discuss on 6/10): change "Welcome Chair" to "Member Engagement Chair". 2 roles. Maria H. also recommended the title to be: "Section Engagement Chair".

- Ken R. suggested that the proposed role name appears to intersect with responsibilities typically associated with the Program and RO Chairs. He asked whether the Engagement Chair would essentially function as the VOC, or whether those roles intersect but remain distinct.

- Vladimir provided background on how the Section has historically welcomed new members and proposed keeping the Welcome Chair role unchanged for now. He suggested that creating a broader Engagement position should not replace or overlap with the Welcome Committee's responsibilities, as that committee interacts with individuals who may not yet be members. He noted that it would be premature to transfer those responsibilities to the Engagement Committee at this time. He concluded that both roles need to be present.

- Vladimir N. also provided clarification regarding the challenges faced by the Welcome Chair. He noted that Sara was not visible in welcoming new attendees (including non-members) due to several factors: (1) the Section has not held monthly on-site meetings where new participants could be greeted; (2) Sara has been unable to attend recent RO events where she could fulfill that role; (3) although a committee of three existed in theory, the responsibilities fell almost entirely on her; (4) the Section Business slide deck has not included a Welcome slide for an extended period; and (5) Sara had bee in a long, year-long process of transitioning out of Section leadership. These factors contributed to the Welcome Committee's limited functionality.

- Maria recommended renaming the role to "Section Engagement Chair."

6/10 Action Item A2606-03: The SLC agreed to revisit both roles and develop brief role descriptions.

3.2 Vacancies:

3.2.1 Currently vacant: Audit, Historian, Placements, Voice of Customer, Welcome/Member Engagement.

3.2.2 **4/8 Action Item A2604-03** – Create the volunteer description and posting the remaining open positions on volunteer hub. myASQ action item owner: Larry. No updates as of 6/10. 6/10: Reassign to Maria H.

4. Officer and Committee Reports

4.1 Chair (Guoling):

4.1.1 From Components Relations (CR)/ HQ/ Regional:

4.1.1.1 6/3/26 email from Regional Director: next ASQ South Atlantic Region Pulse Call on **6/29/26 12-1pm**.

Email highlights:

Mandatory Action Items (In Progress Now):
1. Complete & Submit Budgets in Billhighway

2. Post Section Events & Activities in myASQ (Engagement Strategy)

3. Prepare for Election Season (Start NOW)

4. Complete Annual Privacy Training (Required) within 45 days of assignment

All SLC member are required. Some SLC members reported that they have completed the training; however, they are still receiving notification reminders.

6/10 Action Item A2606-04: Jo C. (Compliance Chair) to follow up to ensure completion on time.

What to Expect on the Call:
Budget compliance check, myASQ engagement review, Election readiness discussion, Open Q&A and support.

Based on the topics, Guoling suggested that Chair, ChairElect, Treasurer, Vice Treasurer, Finance Chair, Nominations Chair, Compliance Chair, PI Chair, Strategy Chair, should attend this "pulse call".

In the 6/10 SLC meeting, Barbara, Guoling, Connie, Ken, Jade, and Muzaffar confirmed their planning to participate on the call. Action Item **A2606-05**: Guoing to remind the applicable SLC members to attend, and track final attendance.

4.1.1.2 **5/13 Action item A2605-06:** By 5/31, GC to reply to CR about Award & Scholarship activity. Done.

4.1.2 **myASQ usage promotion** (Business Plan deliverable):

2/11 Action Item A2602-06: all SLC members to make sure being in myASQ 0511 SLC community, and update email preference to receive community emails, by 2/18. As of 3/9: still missing Jo, Sara, Vladimir; 2 SLC members Opted out from receiving community emails. Guoling reminded / sent invite again on 3/8 & 3/9. As of 4/7: no progress. 5/26: Guoling emailed Component Relations. 5/27: Sara and Jo added, still missing Vladimir. (CR also tried to manually add Vladimir). Guoling emailed Vladimir. 6/6: Sara replied updated email settings; 6/7: Vladimir still missing. 6/10 Guoling asked CR and Vladimir, pending response.

2/11 (On-going): **All SLC members**: upload & comment SLC meeting agenda, minutes, SOPs, RO trackers, RU Matrix, etc., into the myASQ SLC community “Workspace”. Added 6/8: Guoling encouraged SLC to participate in the “Discussion” tab.

3/11 Action Item & On-going A2603-02: Guoling & Barbara to create a few action items in myASQ. As of 4/7: Guoling created 2, closed 1. Guoling reached out to Barbara a few times but no response. As of 5/13: Guoling posted 10, closed 2. As of 6/9: 35 posted, 16 closed, 19 open.

4.1.3 **SLC responsibility clarification and alignment; IT Access Update** (**Action Items for all SLC**; **on-going**):

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

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

4.1.3.2 **IT tool/platform access:** no new request received in May.

6/10 Action Item A2606-06: Guoling to update Sara, Jade, Yurlady’s access in myASQ according to their current SLC appointments.

4.1.4 **SOP development:**

4.1.4.1 *ASQ0511-WI04_Memberplanet Event Creation, Report and Reimbursement,* drafted by Jade and Guoling, Connie reviewed ok, pending Edwin adding the payment & reimbursement sections. 4/8 **Action Item Edwin A2604-04**. Edwin sent updated draft 5/14. 6/8: Guoling reviewed, asked/clarified w Edwin to add the instruction on how to initiate/process the reimbursement in Memberplanet interface (not how much to reimburse).

The SOP is in good shape, after EV final draft can be signed off. Guoling asked the SLC for confirmation on who needs to sign. In the 6/10 SLC meeting, there were no objections to designating Jade, Edwin, Connie, and Guoling as the signatories.

4.1.4.2 RU SOP – see “Database” section

4.1.4.3 RO SOP – See “Arrangements” section

4.2 **Chair Elect** (Larry Hunt): (Not present. No updates received as of 6/9/26; below are from previous meetings)

4.2.1 Meeting minutes and other Section documents quality and accuracy review & feedback;

4.2.1.1 **5/13 Action Item A2605-02**: Larry to work with Ken, Vladimir, Jeff to update the **Bylaws** involved sections (e.g. sections 5.2, 10.2) regarding quorum and elected officers: clarify whether the “elected officer from the same line” could be counted towards quorum; definitions/ scope of “elected office/elected officer”; timing to submit the officer updates during the year timely; and any additional edits as needed regarding these topics. Draft by 6/10/26 to present to SLC, aim for final approval 7/8/26. 6/10: Ken: have not met w Vladimir & Larry yet; reviewed Jo’s compliance log. Identified several areas outdated/needing revision/alignment. **Ken** to schedule meeting w Vladimir, Larry, Jo (tentatively agreed to be on 6/23/26 during the SLC meeting) [**Action Item A2606-07**].

4.2.2 Follow up "Catalog" update: see A2602-13 below

4.2.3 Promoting ASQ on Linked-In and other social media sites.

4.2.4 Investigate speaker engagements by Members, like graduating students, local High School and Colleges, promoting Quality Management as a vocation.

4.3 Secretary (Jeff C): (Not present. Guoling 6/7 moved contents from "Process Improvement" to here)

4.3.1 SLC Agenda/Minutes Review and TAT (PI Project):

July-Dec 2025: Little progress last year b/c key stakeholder not available to meet.

1/14/26 SLC proposed Guoling, Jeff C, Maria to meet in FEB to discuss minutes contents standardization, expectations and timelines.

2/9/26 Guoling created an Agenda/Minutes TAT tracker. Last updated 6/9/26

3/9/26 from Maria: Guoling, Jeff C, and Maria did not meet in Feb but Maria discussed in 2/11/26 SLC meeting to attendees that minutes should be summarized, not contain too much personal information, and timelines need to be improved.

4/7/26 from Maria: backup should be assigned to take minutes when Secretary is not present or otherwise unable to take minutes, b/c Vice Secretary position is open – to be discussed. 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.

4/8/26 SLC: JC not present, Larry took minutes. Minutes approved on 5/13 SLC. **[Action Item A2605-03]** Larry to incorporate all edits and clean up the 4/8/26 SLC minutes, and upload to myASQ by 5/31/26. (Reminder sent 5/20, 5/27, 5/30, 6/7, 6/10). There is no response from Larry yet regarding whether he has uploaded or updated the April minutes.

4/29/26 SLC WCQI Stipend Meeting: JC present but unable to take minutes. Guoling took minutes. Minutes approved 5/13/26 SLC. [**Action Item A2605-04]** Guoling to upload 4/29/26 WCQI Stipend Minutes to myASQ by 5/16/26. Done.

5/13/26 SLC: JC not present, Guoling took minutes.

6/10/26 SLC: JC not present, Yurlady to take minutes

4.3.2 6/10/26 Action Item A2606-08: Yurlady to check whether JAN-MAY 2026 SLC Monthly Meeting Minutes are approved and uploaded in myASQ so far. Follow up if any missing. By 7/7.

4.4 Treasurer (Muzaffar Zaffar): (6/8 email + Guoling added notes)

4.4.1 BillHighway balance sheet:

Recent transactions not reflected in this balance sheet: $996 WCQI Stipend to Maria; $255 load to prepaid card (Edwin).

billhighway **Balance Sheet**

Group: Northern Virginia Section **Fiscal Year:** Calendar Year 2026 **Month:** May

Category #	Category Description	Beginning Balance	Year-To-Date	Ending Balance
Assets				
1010	Cash - Operating Fund	$4,328.43	-$220.45	$4,107.98
1040	Prepaid Card Funds	$200.00	-$155.00	$45.00
1070	ASQ Fixed Income Fund	$9,178.76	$107.32	$9,286.08
Assets		**$13,707.19**	**-$268.13**	**$13,439.06**
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	-$268.13	-$268.13
Total Liabilities and Owners Equity		**$13,707.19**	**-$268.13**	**$13,439.06**

4.4.2 Allocation from HQ: none in 2026 so far. Per 2/16/26 Pulse Call and 6/3 Regional email: **Mandatory Quarterly Update Budget in Billhighway**.

5/13 Action Item A2605-05 [Important Time-sensitive]: SLC to put together an **RO business proposal** to submit to Natasha to evaluate whether Regional funds can be allotted. Jeff P to draft the proposal, to be reviewed by SLC by 6/3/26. myASQ reminded 5/19, 5/26, 6/2. Guoling reminded 6/10, pending response. Jeff P update: none as of 6/10/26.

5/13 Action Item A2605-07 [Time-sensitive]: Jeff P to follow up with Muzaffar about **Q1 budget "cashout" being "$0"** (which seems incorrect) and verify and dollar amount appropriateness of other entries MZ submitted on 4/22/26. myASQ reminded 5/21, 5/28, 6/2. Guoling reminded 6/10. Jeff P & Muzaffar update: none as of 6/10/26.

6/10/26 Action item A2606-09: Muzaffar & Jeff P to enter Q2 budget and expense, especially to reflect Q2 expense correctly, in Billhighway by 6/30.

4.4.3 **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. 6/10: SLC to evaluate whether need to submit request 6/15? Muzaffar confirmed that no additional funds are needed and that the current balance sheet will be sufficient through the end of the year.

4.5 Finance (Leslie Braun): no updates received.

4.6 Arrangements (Edwin Videla): (Guoling inputs + Edwin slides 6/9)

4.6.1 **5/17/26 Ranger Outing**: Green Spring Gardens.

Previous Action Items:

A2605-08: 1 person paid twice. Connie & Edwin reached out. No response; No show. Closed.

A2605-09: Being Name tag stickers: Ken, done.

A2605-10: Sign-in sheet (3/18/26 draft version) & Member status checked before the event. Done.

Attendance and Payment:

Paid for 17 people. 14 people registered, 1 no show, 14 attended (1 was Oct 2025 registrant, invited on the day-of by Guoling. He thought he had paid twice but didn't receive the refund last year; after checking, he only paid once and refund was processed in Oct 2025. He agreed to pay by check, but based on Muzaffar's feedback, processing a check is very complicated, Guoling sent a Memberplanet link, asked again 6/10. **6/10 Action Item A2606-10:** Guoling continue to follow up the Day-of attendee's $10 retro-payment.

5/21-6/2 (reimbursement): There was 1 "ASQ 0511 Paid Member" question discrepancy (claimed "Yes" but not in current member list): after asking CR, he turned out to be under a different section (member unaware). Guoling reached out to him and resolved on 5/31 (he transferred to our section in myASQ). All 5/17 RO reimbursement has been processed by Edwin.

Sign-in Sheet:

5/21 Edwin submitted the 5/17 RO Sign-in Sheet Scan for RU processing. Jade reviewed 6/1, Guoling reviewed and replied to Edwin on 6/8, requesting corrections and clarification notes. Such as:

(1) Non-ASQ members are still eligible for RUs. The ASQ Member status check only impacts Reimbursement, not RU issuance.

(2) Observed discrepancy for 3 attendees regarding the # of OPRs between the paper sign-in sheet and that in Memberplanet. Considering the Memberplanet is the official/primary record for OPR, for the 1 that did not initial on paper sign-in but testified in Memberplanet, we honored the Memberplanet entry; for the 2 that stated completing 3 OPRs but did not / or partially did not testify OPR completion in Memberplanet, GC emailed on 6/3 to ask for clarity. 1 attendee replied confirming full completion, 1 attendee response pending.

(3) For Ken, we will honor his Oct 2025 OPR testification in Memberplanet although he forgot to checkbox in May 2026 registration – Edwin to update the paper sign-in sheet.

New: 6/7 Guoling found out Memberplanet setting can be opted to allow registrants to update their selections of OPR after registration submission. **Discussed on 6/10 SLC**: do we want to enable this function? So we can remove the OPR testify columns in the paper sign-in sheet. (If so, update the Memberplanet SOP draft). **Action Item A2606-11:** Jade & Connie evaluate /verify this function and security concerns.

Post-RO engagement:

5/24: Guoling sent thank you email to all RO attendees, reminded RU request and RU TAT, called for photos and volunteers.

> Dear Ragner Outing Participants,
>
> Thank you for participating in the ASQ 0511 Green Spring Ranger Outings on 5/17/2026. It was a great pleasure to meet and interact with our members and guests! I hope everyone enjoyed this event!
>
> Here are a few updates and reminders:
>
> (1) **Payment / Reimbursement**:
>
> The vast majority of the reimbursement has been processed, based on your 0511-member status and participation records. Or, we have reached out to you for additional information.
>
> If you believe there is a discrepancy, or if you have not heard from us yet, please contact our Arrangements Chair at arrangements26@asq0511.org.
>
> (2) **RU Request:**
>
> If you need Recertification Unit (RU) from this event, please contact our Database Administrator at DBA26@asq0511.org. We will aim to issue the RU to you in 2 weeks upon receipt of the RU request.
>
> (3) **Photos:**
>
> If you have photos from the Ranger Outing that you would like to share with the Section (and could potentially be compiled into the Section Meeting slides), please send them to emedia26@asq0511.org.
>
> (4) **Save the date:**
>
> The next ASQ 0511 Section Meeting and Event schedules (announcements will be posted on myASQ soon):
>
> 4.1 The next Section Member Meeting is on 6/10/2026, 7-8:30pm, through Webex.
> 4.2 The next Ranger Outing (in-person) is on 7/18/2026, details to be announced.
>
> (5) **Volunteer and Earn RUs**:
> We need help for events and meetings, and other section business! If you could volunteer ad-hoc or would like to become our Section Leadership Committee (SLC) members, and earn RUs, please reach out to us for more details!
>
> Thank you for your support!
>
> Have a great holiday weekend!

4.6.2 **July RO:** Action Item A2605-11: Decide 7/18/26 RO Venue: Done. Hillwood Estate Museum and Gardens. 6/3 Edwin provided ppt for Section Meeting, updated on 6/8.

6/8 Vladimir sent OPR draft.

Lunch venue: TBD. Edwin provided updates on the lunch venue. DC Garage parking (if used) will need to be paid individually by each participant. Lunch options are still under review. Attendees will either need to purchase their own lunch or bring their own, and space may be available for eating on site in the Café and is first-come-first-served. Vladimir clarified that the SLC historically paid for lunch, and it is up to the Section to decide whether to cover lunch for this event. **Action Item A2606-12:** Continue evaluating the lunch approach (Edwin to lead).

------**Meeting stopped here due to overtime. Meeting adjourned 18:57. Below topics were in the agenda but not discussed** -------

4.6.3 **5/13 Action Item A2605-12**: plan the 4th RO of 2026 and budget them into the Business Proposal to request funding from the Region. [**Edwin & Jeff P**] updates?

4.6.4 6/8 Guoling added: for a smooth transition into 2027, please include ChairElect (Larry) in all remaining 2026 RO-related communications, so Larry can plan to participate more actively in Venue selection, pre- and/or post-RO logistics.

4.6.5 **RO SOP (PI Project)**

1/5/26 Edwin draft.

2/13/26 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 (still pending as of 6/8/26)

2/21/26 RO: the New sign-in sheet and Name Tag Stickers were piloted.

2/18-2/19/26 Jeff P, Vladimir, Ken were consulted on no-show, walk-in, emergency, and transfer policies.

3/6/26 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.

3/8/26 Edwin edited SOP and shortened the RO announcement using the Feb RO as example.

3/18/26 Guoling edited SOP and shortened announcement, replied Edwin. In good shape, pending Ken, Vladimir, Muzaffar to respond on a few questions. ASQ0511-WI01_Ranger Outing Work Instruction,

3/25/26 Edwin sent updated RO tracker excel, Guoling provided feedback to Edwin to correct the date of the April SLC. **Action Item A2604-06:** Guoling to continue reviewing the tracker and provide additional feedback to Edwin. 6/9: Guoling to check w/ Edwin whether this is still current draft before proceeding.

6/10/26 Action Item for Edwin: update RO SOP draft: add clarification of "ASQ 0511 Paid Member" (emphasize not "ASQ Paid Member") status check. Clarify member status only impacts reimbursement, not RU issuance. Add post-RO email template as an Attachment of the RO SOP.

6/10/26 Action Item for Guoling: update "ASQ0511-FM02_In-Person RU Event Sign-In Sheet_V1_Draft20260213GC_ EV0308_GC0318" draft to remove RU value columns based on recent testing, b/c RUs to be entered and processed in Excel by DBA. By 6/30.

4.7 Audit: N/A. Position Vacant.

4.8 Compliance (Jo Collins):

1/28/26 Jo, Vladimir, Guoling met. Vladimir introduced the history of this role, shared the "Position Description" & "Compliance Log" draft from 2024 for Jo.

2/5/26 Jo sent Guoling her updated draft of "ASQ 0511 COMPLIANCE CHAIR POSITION DESCRIPTION". Guoling reviewed 2/5 - solid working document for the near future.

A2602-02 [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. No draft yet in Feb-Apr.

5/13: Jo aim to send draft to compliance committee by 5/20.

5/28: Jo sent Compliance Log initial draft to Guoling. Asked for 1:1 meeting.

5/31: Jo and Guoling met and discussed the log.

6/3: Jo sent the updated draft to Ken, Vladimir, Guoling, call for Compliance Committee meeting the week of 6/8 before the SLC meeting. Guoling and Jo provided availabilities, pending Ken, Vladimir.

4.9 Database [Connie (for 2023-2025); Guoling + Jade (for 2026)]:

4.9.1 **4/8/26 A2604-05:** update the working document **2026 RU Matrix (Excel)**, upload to myASQ SLC “Workspace” > “Year 2026” folder, by 6/30/2026 for Q1 & Q2 [Guoling & Jade]

4.9.2 **5/13/26 SLC RU WS:** 5/19: Jade draft sent to Guoling. 5/25 Guoling feedback. 5/25: Jade 2nd draft sent to Guoling. “DBA26” received no RU request so far.

4.9.3 **5/17/26 RO RU WS:** 6/1 Jade sent draft to Guoling. “DBA26” received 1 RU request so far. 6/8 Guoling reviewed, pending paper sign-in sheet corrections from Edwin to update this RU WS. 1 RU request received on 5/26; RU issued on 6/8 by Guoling (MS365 email).

4.9.4 **RU SOP (PI Project: Improve RU Accuracy and Issuance TAT)**

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.

3/9/26 Maria: Still waiting response on updates from Cyndi to confirm next steps and SOP finalization.

4/8/26: RU before 12/31/2025 will be issued by Connie using the web-based database in conjunction of verifying accuracy by Connie/Guoling. Due to the web-based DB limitation, the 2026 RU will be entered in Excel only (not entered into web-based DB) by Jade/Guoling, Issued by Guoling through MS365 ASQ email.

5/6 Maria email: Barbara had some comments on the DB. But did not provide details from Barbara.

5/13/26 SLC: Guoling & Jade screenshared the DRAFT 2026 RU Excel “ASQ0511-WS01_Meetings and Events RU Calculation and Issuance Worksheet“. Approved the WS, with the ***attended-meeting-length rules*** from Vladimir. And ONLY issue RU (either single or bulk) when requested, which is the current service. Aim to finalize RU WS by month end of the event. Aim TAT 14 days from date of request receipt. **Action Item A2605-13** Guoling incorporate this in to next and future monthly section member meeting’s slides (and plan to keep this slide for every member meeting) by 6/10. Done.

6/10/26 Proposed next step: The RU SOP to be 2 parts. 1 for meetings and events before 12/31/2025 (Cindy’s draft), 1 for those after 1/1/2026. Connie to review Cindy’s draft, and update it so it could be used for meetings/events held before 12/31/2025. Jade and Guoling to draft a section for the 2026 portion.

4.10 **Education, Recertification** (Muzaffar):

4.10.1 **2/11 Action item A2602-13 (2026 Business Plan deliverable):** “**Catalog” revision.**

2/4/26 Muzaffar Guoling Met to review version in myASQ (2022 March, by Ken).

2/9/26 Muzaffar edited from the 2022 (Ken) version and sent to Guoling.

2/17/26 Muzaffar uploaded the “**ASQ Recertification Process 2026 V3.01**” and “**Catalog V1.30 2026**” to myASQ 0511 “Workspace”;

3/9/26 Guoling commented, pending other SLC members to review/edit.

3/12/26 Larry emailed Muzaffar to schedule a meeting, pending response as of 4/7.

3/7/26 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)

4/8/26 still no progress. SLC discussed, 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.

5/13/26 no progress in last month. Guoling asked for a due date. Vladimir: not specified, will work on it.

6/7: Muzaffar/Vladimir/Larry updates?

4.11 Electronic Media, Videography, Webmaster (Jeff Parnes): Not present, no update received.

4.11.1 Action item A2602-12 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 had issues sending emails to “board26” bounced back and/or not receiving emails.

2/11: Jeff P Screenshared the 2026Aliases.txt file. **2/11 Action Item A2602-11:** Jeff P emails the path to SLC again; All SLC members please review and provide inputs. **To follow up.**

May-June 2026: Jo and Edwin have encountered not receiving emails that were sent to “board26” and/or not hearing back from anybody in SLC acknowledging receipt. Causing delays in other action items.

4.11.2 6/10 Action Item: Jeff P to update email alias to reflect the Sara, Leslie, Jade, Yurlady’s change this month.

4.11.3 6/10/26 Action Item: Jeff P to collect & compile RO photos from Feb and May, send to Ken for “RO Year Year In Review”

4.12 Historian: NA. Position Vacant.

4.13 Membership (Leslie Braun): (6/5 from Leslie)

The total count is 287 (as of 6/2/26).

In June 2026: The total number of members remains at 287.
Since March 2026: gained 3 students and lost 2 professional memberships. **= +1 total.** Total members **% increase since 3/26 = +0.35%**
Since June 2025: gained 8 professional and lost 15 senior memberships. -7 ***total.*** Total members ***% decline since 6/25* = - 2.38%**
Since June 2024: gained 7 student memberships and lost 1 professional and 21 senior memberships.**= -15 *total*.** Total members ***% decline since 6/24* = -** 4.96%

Member Status	Count	MemberType	Member status count
Continuous	**167**	Professional	141
		Senior	19
		Student	3
Proforma	**90**	Professional	48
		Senior	39
		Student	3
Renew	**22**	Professional	9
		Senior	13
		Student	0
New	**8**	Professional	7
		Senior	1
		Student	0
Total Members June 2026	**287**		
As of June 2, 2026			

From Guoling: myASQ web as of 6/8: 293 section members, 12 new members joined in the last 30 days, welcome emails were sent through myASQ using the template, and invited them to join the 6/10 Section Meeting.

5/13/26 Action Item A2605-01 (Vladimir 4/8 email): RCA for 4/8/26 Section Meeting record-high attendance: 36 attendees.

6/5/26 Leslie update: RCA complete. Sent an Excel Spreadsheet (that Vladimir drafted)

6/8/26: Guoling updated the Action Item entry and closed it in myASQ.

6/10/26 Leslie: received email from Connie, updated 1 value in the RCA. Upon further review, entries or the analysis statement might need to be corrected. b/c Leslie is unable to join this 6/10 meeting, Guoling suggested her to send the sheet to Vladimir and discussed with him first then plan to share the conclusions in the next SLC meeting 7/8.

4.14 **Nominations** (Barbara McCullough): (Guoling input + Barbara 6/3/26 email)

4.14.1 SLC list discrepancy:

4/8 Action Item A2604-02: Guoling, Jeff P, Barbara to resolve the discrepancies of ASQ 0511 SLC members list between that in Component Relations & that maintained by the Section.

Issue: Sara, Jo were missing; Some individuals holding more than 1 role were not reflected.

5/26/26: Due to not hearing from Barbara after multiple out-reach in April & May, Guoling contacted Component Relations based on the 2026 SLC Roster received from Jeff P on 12/8/25, and the SLC Meeting Minutes this year. 5/27/26: Component Relations emailed saying they made the corrections. This action item is then closed in myASQ.

Title	ASQ Section 0511 June 2026 Section Leadership Committee Meeting Minutes				
Meeting Date (Monthly, 2nd Wed.)	10 JUN 2026	**Time**	18:00 to 19:00	**RU value**	0.1
Location	Webex				

On Wed, Apr 8, 2026 at 1:29 PM ASQ Component Relations <ComponentRelations@asq.org> wrote:

Hi Guoling,

Below is our current list of member leaders for the Northern Virginia Section.

Leslie J. Braun	✓	Section	00016...	Membership Chair
Guoling Chen	✓	Section	00082...	Chair
Barbara L. McCullough	✓	Section	00018...	Nominating Committee Ch
Larry D. Hunt	✓	Section	00019...	Chair Elect
Jeffrey S. Cadel	✓	Section	00093...	Secretary
Muzaffar Zaffar	✓	Section	00016...	Treasurer
Maria Habib	✓	Section	00014...	Other
Edwin Videla	✓	Section	00061...	Arrangements Chair
Jeffrey Michael Parnes	✓	Section	00013...	Immediate Past Chair
Jeffrey Michael Parnes	✓	Section	00013...	Other
Vladimir Nesterovich	✓	Section	00010...	Strategic Plan Chair
Muzaffar Zaffar	✓	Section	00016...	Education Chair
Kenneth F. Rapuano	✓	Section	00018...	Program Chair
Constance M Broadie	✓	Section	00006...	Database Chair

Title	2026 ASQ Section 0511 Section Leadership Committee Roster (As of 5/26/2026)
Entered by, Date	Guoling Chen, 26 May 2026

1.1 Elected:

Position	Name	Dates
Chair	Guoling Chen	1/1/2026 - now
Chair Elect	Larry Hunt	1/1/2026 - now
(Immediate) Past Chair	Jeff Parnes	1/1/2026 - now
Secretary	Jeff Cadel	1/1/2026 - now
Treasurer	Muzaffar Zaffar	1/1/2026 - now

1.2 Appointed:

Position	Name	Dates
Arrangements Chair and Ranger Outing Lead	Edwin Videla	1/1/2026 - now
Compliance Chair	Jo Collins	1/1/2026 - now
Vice Secretary		1/1/2026 – 3/31/2026
Database Administrator	Cynthia Reichardt	1/1/2026 – 3/17/2026
	Constance Broadie	4/1/2026 – now
Education Chair	Muzaffar Zaffar	1/1/2026 - now
Recertification Chair		
Electronic Media Chair	Jeff Parnes	1/1/2026 - now
Webmaster		
Videography Chair		
Vice Treasurer		
Membership Chair	Leslie Braun	1/1/2026 - now
Finance Chair		
Nominations Chair	Barbara McCullough	1/1/2026 - now
Process Improvement Chair	Maria Habib	1/1/2026 - now
Programs Chair	Ken Rapuano	1/1/2026 - now
Strategy Chair	Vladimir Nesterovich	1/1/2026 - now
Welcome Chair	Sara McAlpine	1/1/2026 - now

6/3/26 Barbara sent Guoling what she entered in ASQ in 2025 year end:

11/1/25

Entered online ✓

ASQ Section 0511 2026 Organization

HERE	Voting	Position	Incumbent	HERE	Position	Incumbent
✓	X	Section Chair (P)	Guoling Chen	✓	Immediate Past Chair	Jeff Parnes
✓	X	Chair Elect	Larry Hunt	✓	RU Database Administrator	Cyndi Reichardt
✓	X	Secretary (P)	Jeff Cadel	✓	Program Chair	Ken Rapuano
✓	X	Treasurer	Muzaffar Zaffar	✓	Education Chair	Muzaffar Zaffar
	X	Audit Chair		✓	Arrangements Chair (P)	Edwin Videla
✓	X	Membership Chair	Leslie Braun	✓	Process Improvement Chair	Maria Habib
✓	X	Nominations Chair	Barbara McCullough	✓	Strategic Plan Chair	Vladimir Nesterovich
(P)=purchaser authorization						
		count of voting members			count of other LC members	Total
		6			7	
		Website Hotlink	Quorum: 25% of non-elected chairs (6+3)			2.25
		http://www.asq0511.org/			Plus 2 elected officers	2
					Total needed for Quorum	4

Chairs of Committees

Committee Chairs

Position	Incumbent	Position	Incumbent
Education Chair	Muzaffar Zaffar	Process Improvement Chair	Maria Habib
Voice of Customer		Social Media Chair: Facebook, LinkedIn, myASQ PPT Postings	
Compliance Officer	Jo Collins	RU Database Administrator	Cyndi Reichardt
Arrangements Chair	Edwin Videla	Strategic Plan Chair	Vladimir Nesterovich
Electronic Media/ Webmaster	Jeff Parnes		

The 2026 Roster List from Jeff P 12/8/26:

2026BoardMembers

2026 ASQ Northern Virginia Section 0511

Elected Leadership

Position	Officer	Text Messaging	Personal Email	Section Email Alias	responded
Chair	Guoling Chen			chair26	X
Chair Elect	Larry Hunt			chairelect26	X
Secretary	Jeff Cadel			secretary26	
Treasurer	Muzaffar Zaffar			treasurer26	
Past Chair	Jeff Parnes			pastchair26	X

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

Position	Committee Chair			Section Email Alias	responded
Arrangements Chair	Edwin Videla			arrangements26	
Audit Chair	**Vacant**			audit26	
Compliance Chair	Jo Collins			compliance26	
Database Administrator	Cyndi Reichardt			dba26	
Education Chair	Muzaffar Zaffar			education26	
Electronic Media Chair	Jeff Parnes			emedia26	x
Finance Chair/Welcome Committee	Leslie Braun			finance26	x
Historian	**Vacant**			historian26	
Membership Chair	Leslie Braun			membership26	x
Nominations Chair	Barbara McCullough			nominations26	x
Placements Chair	**Vacant**			placements26	
Process Improvement Chair	Maria Habib			processimprovement26	x
Programs Chair	Ken Rapuano			programs26	
Recertification Chair	Muzaffar Zaffar			recertification26	
Strategy Chair	Vladimir Nesterovich			strategy26	x
Vice Secretary/Secretary elect	Jo Collins			vicesecretary26	
Vice Treasurer	Jeff Parnes			vicetreasurer26	x
Videography Chair	Jeff Parnes			videography26	x
Voice of the Customer Chair	**Vacant**			voc26	
Webmaster	Jeff Parnes			webmaster26	x
Welcome Chair	Sara McAlpine			welcome26	x

Questions for SLC:

Do we have a procedure for SLC position nomination, submission to CR, entry verification, data consistency (Title, Name, Start/End dates)?

During the year, if SLC member changes, is Chair or Nominations Chair to inform CR?

If no SOP yet, proposed 6/10/26 Action Item: Barbara to draft the job aid? Target timeline: ____.

4.14.2 6/10/26 Action Item (2026 Business Plan Deliverable): MLEA nomination past due 4/1

Key Action At Section Level	Action Plans	Priority (L-M-H)	Owner (or Role)	Key Dates	Status (G-Y-R)	Metrics	Targets
Leverage the Member Leader Excellence Award (MLEA) to recognize outstanding member leaders.	Submit MLEA winners for Section to Component Relations by April 1 for awarding at Member Leader Day in May	Low	Nominating Chair	4/1/2026	Red	Number of nominations	1 nomination

(Guoling emailed Barbara, cc'd Ken, Vladimir, Jeff P 3/30, pending response)

4.15 Placements: N/A. Position Vacant.

4.16 Process Improvement (Maria Habib): 6/7 sent updates.

4.16.1 PI project updates: (6/7 Guoling moved RU and RO PI projects details under each responsible Chair's section.)

4.16.1.1 RU SOP: See “Database” section above.

4.16.1.2 RO SOP: see “Arrangements” section above

4.16.1.3 SLC Meeting Agenda/Minutes Review and Turnaround time: see “Secretary” section above.

4.16.2 QP Reports:

2/11 Action Item A2602-10: 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 for April. Sent June QP report.

6/7: Maria reviewed the QP site and sees where to post QP reports on myASQ. Maria also is now receiving email reminders for myASQ as her email address was incorrect in the ASQ system (according to Component Relations). She will revisit posting future QP reports after becoming more familiar with the site.

4.16.3 WCQI: Maria attended the WCQI 2026 in Orlando, FL. More to come soon - date TBD on when to schedule a presentation. Please advise when a spot is open in this year's program schedule. Conference was great and expenses amounting to stipend were already submitted to section Treasurer. Thank you to the team for agreeing on the stipend.

4.17 Programs (Ken Rapuano): 6/9 emailed slides for 6/10 Section Member meeting.

- June – “Building Trust, Communication, and Respect at Work: Enhance Your Multi-Generational Culture”
- July – Hillwood Estate Museum and Gardens
- August – “When AI Search Becomes the Company's Front Door: From SEO to AEO and the New Risks to Information Quality” (Karla Lawson)
- September – “Report from the WCQI” (Maria Habib)
- October – Ranger Outing (Outdoor, TBD)
- November – “Ranger Outings, A Year in Review” (Ken Rapuano)
- December – TBD, Chair’s Report or Path to Quality
- January – TBD, Chair’s Report or Path to Quality
- February – Ranger Outing (Indoor, TBD)

Pg1 of 4 Ken. R

Jo 3/30 email: need to postpone her June presentation. Will have presentation outline prepared by 5/31. Will coordinate with Ken and Edwin regarding dates. Jo/Ken update?

6/10 Zac to speak on **Leading Multi-Generational Teams.**

Action Item A2605-14: Ken to confirm Zac still willing to speak and inform Muzaffar to work on OPR. Muzaffar reviewed videos and articles suggested by Zac, and approved the 3 videos (~23min) as OPR material. 6/3 Guoling posted on myASQ and sent invitation to subscribed section members. Action closed.

Action Item A2605-15 Jeff P to Inform Muzaffar to draft OPR material in collaboration with the 8/12 speaker. Jeff/Muzaffar updates?

Action Item A2605-16 5/13 Jeff P proposed to organize a hybrid meeting in 2026. To work it out with Ken the possibility and slots. Jeff/Ken updates?

4.18 Strategy (Vladimir Nesterovich):

4.18.1 **Action Item A2605-17**: work with Ken and Edwin to fix/update the RO roster (sign-in sheet). On-hold after trials using the current draft. See “RO SOP” section above.

4.18.2 **Action Item A2605-18**: Guoling to inform Edwin the above Ken’s OPR completion recording concern, and remind the timing of recording the lunch attendance. Cc Ken and Vladimir. Done 5/15 and 5/17.

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

4.20 Welcome: N/A, vacant.

5. Roundtable/Misc.:

5.1 N/A

6. Action Items New and Old:

6.1 Previously completed items, and items migrated to myASQ, are no longer recorded here.

6.2 See myASQ “Northern Virginia Section Leadership” community “Workspace” > “Action Items”. Chair/Designee aim to enter new action items in myASQ within 1 week post meeting. Responsible SLC member (“Owner” and/or the entire SLC) will receive email and automated reminders from myASQ. Please update the progress in myASQ.

Action Item ID (Ayymm-nn)	**Task**	**Assigned to**	**Date assigned**	**Due Date**	**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	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	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
A2602-12	“Asq0511.org” alias email set up need QC (against the “2026Aliases.txt” after it’s finalized), then validated by a 2nd person.	TBD for volunteer	TBD	TBD	TBD
A2603-02	Pilot - Post Action Items in myASQ “Workspace”	Guoling	3/11/26	On-going	TBD

Title	ASQ Section 0511 June 2026 Section Leadership Committee Meeting Minutes				
Meeting Date (Monthly, 2nd Wed.)	10 JUN 2026	**Time**	18:00 to 19:00	**RU value**	0.1
Location	Webex				

Action Item ID (Ayymm-nn)	**Task**	**Assigned to**	**Date assigned**	**Due Date**	**Status / Date Done**
		lead			

Attachments: inserted above.