Title	ASQ Section 0511 July 2026 Section Leadership Committee Meeting Agenda				
Meeting Date (Monthly, 2nd Wed.)	08 JUL 2026	**Time**	18:00 to 20:00	**RU value**	Up to 0.2
Location	Webex				

Agenda Prepared by, Date	Guoling Chen, 07 JUL 2026	**Minutes Taken by**	Jeff Cadel & Yurlady Chaverra
Webex Host ("Northern Virginia 0511")	Guoling Chen	**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
Past Chair	PastChair26@asq0511.org	Jeff Parnes	W
Secretary	Secretary26@asq0511.org	Jeff Cadel	W (**Prior Notice** 7/3/26; Availability ends at 7p.m)
Treasurer	Treasurer26@asq0511.org	Muzaffar Zaffar	N

   - **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:
   - **1.5** In practical terms, the minimum quorum is:
     - **1.5.1** 3 attended elected officers, plus
     - **1.5.2** 9 other SLC members,
     - **1.5.3** for a **minimum of 12 SLC Members**, with the 9 additional members being distinct from the 3 elected officers. Even if more than 2 elected officers are present, only 2 of them count toward the elected-officer requirement, and they cannot also be counted among the 3 additional members.

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 for 2026)	DBA26@asq0511.org	Jade Wang	W
Education Chair	Education26@asq0511.org	Muzaffar Zaffar	N
Recertification Chair	Recertification26@asq0511.org		
Electronic Media Chair	EMedia26@asq0511.org	Jeff Parnes	W
Vice Treasurer	ViceTreasurer26@asq0511.org		
Videography Chair	Videography26@0511.org		
Webmaster	Webmaster26@asq0511.org		
Membership Chair	Membership26@asq0511.org	Leslie Braun	W
Finance Chair	Finance26@asq0511.org		
Nominations Chair	Nominations26@asq0511.org	Barbara McCullough	N
Process Improvement Chair	ProcessImprovement26@asq0511.org	Maria Habib	W
Programs Chair	Programs26@asq0511.org	Ken Rapuano	W
Strategy Chair	Strategy26@asq0511.org	Vladimir Nesterovich	N
Vice Secretary	ViceSecretary26@asq0511.org	Yurlady Chaverra	W
Welcome Chair	Welcome26@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

Title	ASQ Section 0511 July 2026 Section Leadership Committee Meeting Agenda				
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1.6 Guest

Position	Email	Name	Attended?
Section Member	Personal E-mail	Jennifer Wilson	W
Section Member	Personal E-mail	Nicole Simmons	W
Section Member	Personal E-mail	Karan Patel	W
Greater Fort Worth Section	Personal E-mail	JillFreer	W

1.7 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	12	Y	Proceed
Elected	≥ 2	3		
“Additional” (besides the 2 minimum elected)	≥ 3 [25% x (Total (15) – minimum (2)]	9 (Total attended -3)		

2. Approval of Previous Month’s SLC Meeting Minutes

Title	ASQ 0511 **JUN** 2026 Section Leadership Committee Meeting Minutes				
Meeting Date	10 JUN 2026		Minutes Taken by	Yurlady Chaverra	
Initial Draft Date	15 JUN 2026 to GC; 19 JUN 2026 to SLC	Feedback from	Guoling (6/17); Maria (6/21); Connie (6/22), Jeff C (7/3)	Most Recent Draft Date	06 JUL 2026 (Yurlady)
Minutes Approved? (Yes / No, explain)					
Action Item (choose one)	☒ **Approved: upload the approved minutes PDF into** **myASQ** **“Northern Virginia Section Leadership”** community> “**Workspace**” > “**Year 2026**” folder: assigned to __ Due date ____**[Action Item A ___]** (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 Position Changes Since Last SLC Meeting.

- No position changes reported.
- Action Item A2606-03 (June 10)
  - Task: SLC to revisit the Welcome / Member Engagement / Section Engagement positions and develop brief position guides.
  - Status as of July 7: No progress.

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

3.2.1 Action Item A2604-03 (April 8) – Volunteer Descriptions & Posting

- Task: Create volunteer role descriptions and post open positions on the Volunteer Hub.
- Original Owner: Larry
- Status as of June 10: No updates from Larry.
- June 10 SLC: Action item reassigned to Maria Habib.
- Maria’s July 6 Update:
  - Began gathering information for open SLC position descriptions using resources found through Quincy.
  - Team to confirm whether any existing descriptions are available for Historian and other remaining vacant roles.

- Jeff P. noted that some position descriptions may already be posted on the Northern Virginia Section website, and that certain descriptions may have been created ad-hoc in previous years.

- **New Action Items:**
  - **a. A2607-01: For Jeff P.**
    - Review whether existing position descriptions are available on the Northern Virginia SLC website resource system.

4. **Elected Officers and Committee Report**

4.1 Chair – Guoling Chen

4.1.1 Components Relations (CR) / HQ / Regional Updates

4.1.1.1 The ASQ South Atlantic Region Pulse Call was held on June 29, 2026 (12:00–1:00 PM).South Atlantic Region Pulse Call held on **6/29/26 12-1p.m**

- **Meeting highlights:**
  - Continued promotion of myASQ usage.
  - Billhighway Quarterly Budget updates remain mandatory.
  - Sections may request regional funds when needed.
  - Preparations underway for 2027 SLC nominations, elections, contingency planning, and leadership transition.

4.1.1.2 Action Item A2606-05: Guoling tracked attendance for the call. Participants included Guoling, Barbara, Connie, Ken, Jo, and Muzaffar.

- **Status:** Completed and closed.

4.1.2 myASQ Usage Promotion (Business Plan Deliverable)

4.1.2.1 Action Item A2602-06 (2/11): All SLC members must be listed in the myASQ 0511 SLC community and opt in to receive community emails.

- **Initial gaps:** Sara, Jo, and Vladimir were missing from the community page.
- Guoling conducted multiple follow-ups with CR from February through June.

- June 16, 2026: CR (Monica) confirmed the issue would be escalated to the myASQ platform host.
- June 17, 2026: Guoling verified that Vladimir now appeared on the SLC page.
  - All 15 current SLC members are now listed and have opted in to receive community emails.
- **Status:** Action item closed.

4.1.2.2 Ongoing (2/11):

- All SLC members should continue uploading and commenting on Section documents in the myASQ SLC Workspace.
- As of July 8, SLC members are also encouraged to participate in the Discussion tab.

4.1.3 Action Item A2603-02 – myASQ Action Item Creation (On-going)

4.1.3.1 As part of the continuing effort to standardize documentation and follow-up, Action Item A2603-02 requires the creation and maintenance of action items in myASQ.

- As of July 8, 2026, 51 action items have been posted by Yurlady and Guoling.
- 24 items have been closed; 27 items remain open(These action items remains in progress).

4.1.4 SLC Responsibility Clarification and Alignment; IT Access Update (On-going)

4.1.4.1 Position Guide Review and Updates

- SLC members continue reviewing and updating position guides available through the myASQ links.
  - On June 15, Guoling drafted the Digital Systems Implementation Chair position guide.
  - Jade and Connie reviewed the draft on June 15 and June 17, confirming it is ready for sign-off.
  - Position guide updates remain in progress.

4.1.4.2 IT Tools and Platform Access

- **Action Item A2606-06 (June 10):** Guoling was assigned to update Sara, Jade, and Yurlady's myASQ access according to their current SLC appointments.
  - On July 6, 2026, Guoling confirmed all updates were completed.
  - **Status:** Action item closed.
- During June–July, Guoling consulted CR regarding:
  - The possibility of obtaining additional no-cost MS365 accounts for the Section.
  - Whether ASQ provides e-signature tools (e.g., DocuSign, Adobe Sign) for SOP sign-off.
  - CR confirmed that neither resource is available.

4.2 Chair Elect – Larry Hunt

(No updates received as of July 7, 2026. The following items reflect previous meeting actions, updated by Guoling.)

4.2.1 Meeting Minutes and Section Document Quality Review

- Action Item A2605-02 (May 13): Larry is responsible for working with Ken, Vladimir, and Jeff P. to update the Bylaws sections related to quorum requirements and elected officer definitions.
  - **Status:** No update received from Larry.
- Action Item A2606-07: Ken was assigned to schedule a meeting with Vladimir, Larry, and Jo.
  - Meeting was held on June 25, 2026 with Ken, Jo, Vladimir, and Guoling in attendance.
  - Larry was invited but did not respond.
  - **Outcome:** Compliance Log Additions (Privacy & Billhighway)

    a. **Conclusion**: It was determined that Section Bylaws may not be needed. A follow-up is required to determine whether any bylaw review is necessary. Jeff P. will review and determine whether any updates to the bylaws are required.
  - **Status:** Action item closed.

4.2.2 Catalog Update

- Follow-up on the Catalog revision continues under Action Item A2602-13 (see Section 4.3 for details).

4.2.3 4.2.3 ASQ Promotion on Social Media

- Chair Elect responsibilities include promoting ASQ activities on LinkedIn and other social media platforms.
- No new updates received as of July 7, 2026.

4.2.4 Speaker Engagement Exploration

- Ongoing responsibility to explore potential Member-Led speaking engagements, including outreach to:

- ◦ Graduating students
- ◦ Local high schools
- ◦ Local colleges

- **Objective:** Promote Quality Management as a professional vocation.
- No new updates received as of July 7, 2026.

4.3 Secretary (Jeff C) and Vice Secretary (Yurlady Ch)

Jeff C (update as of 7/3); Yurlady (update as of 7/6)

4.3.1 2026 SLC Meeting Minutes Upload to myASQ

- Action Item A2606-08 (June 10): Task: Verify whether January–May 2026 SLC Monthly Meeting Minutes were approved and uploaded to myASQ; follow up on any missing items by July 7, 2026.
- Status Update (July 2):
  - ◦ Uploaded: February, March, and May minutes.
  - ◦ Missing: January (Jeff C) and April (Larry).

• Follow-Up Actions:

- ◦ On July 2, Guoling reminded Jeff C and resent the upload path.
- ◦ On July 3, Jeff C stated he uploaded the January minutes to the designated location; however, Guoling could not locate them.
- ◦ Jeff C re-checked and uploaded the January minutes to the Workspace.
- ◦ Guoling reviewed the file and noted it was not fully cleaned up, and commented in myASQ requesting cleanup, updates, and re-upload.
- ◦ Guoling to clean and post the approved January minutes.

New Process Agreement for Revision Minutes and Approved Minutes:

- ◦ SLC member suggestion: Approved minutes should be posted in a location where all members have access without permission restrictions, to reduce labor-intensive steps and streamline transparency.
- ◦ 2026 Approved Minutes Folder: A 2026 Approved Minutes folder will be created in the Library to centralize all approved minutes and ensure consistent access for the full Section membership.
- ◦ Draft and Final Minutes Process: Draft minutes will be uploaded to the Workspace for review and edits. The final approved version will be posted in the Library.

• New Action Items:

b. A2607-02: For Jeff C:

- ◦ Create the 2026 Minutes folder in the myASQ Library and migrate all approved minutes up to June 2026 into that folder.
- ◦ Deleted the approved minutes PDF version from Workspace
- ◦ Create the new action items based on the July minutes in myASQ → Workspace → Action Items.

c. A2607-03: For Yurlady Ch:

- ◦ Verify that all action items marked “closed” in the July minutes have been properly closed in myASQ.
- ◦ Post the approved June minutes in the 2026 Minutes folder on myASQ.

d. A2607-04: For Gouling:

- ◦ Send a request to component relation for Jade to be added as a system community admin to support the meeting minutes setup.

4.3.2 SLC Agenda/Minutes Review and TAT (PI Project)

- July–December 2025: Limited progress due to key stakeholder availability.
- January 14, 2026: SLC proposed that Guoling, Jeff C, and Maria meet in February to discuss standardization of minutes content, expectations, and timelines.
- February 9, 2026: Guoling created the Agenda/Minutes TAT Tracker, last updated on June 9, 2026.
- March 9, 2026 (Maria): During the February 11 SLC meeting, Maria emphasized that minutes should be summarized, avoid excessive personal details, and adhere to improved timelines.
- April 7, 2026 (Maria): Recommended assigning a backup minute-taker when the Secretary is unavailable. Suggested revisiting the minutes process to allow more time for completion. Team to continue monitoring.
- April 8, 2026 SLC Meeting:
  - Jeff C was not present; Larry took minutes.
  - Minute was approved on May 13, 2026.
  - **Action Item A2605-03:** Larry to incorporate edits, clean up the April 8 minutes, and upload them to myASQ by May 31, 2026.
  - Reminders sent on May 20, May 27, May 30, June 7, June 10, and July 2.
  - No response from Larry; Yurlady to continue follow-up.
- April 29, 2026 – WCQI Stipend Meeting:
  - Jeff C present but unable to take minutes; Guoling took minutes.
  - Minutes approved on May 13, 2026 and uploaded to myASQ.
- May 13, 2026 SLC Meeting:
  - Jeff C not present; Guoling took minutes and uploaded them to myASQ.
- June 10, 2026 SLC Meeting:
  - Jeff C not present; Yurlady took minutes.
- July 6, 2026:
  - Yurlady requested a discussion on improving the agenda/minutes structure.
  - On July 8, Guoling replied with availability and recommended inviting Connie (former Secretary), Maria (PI), Larry (Chair Elect), and Vladimir (Strategy) to participate.

4.4 Treasurer (Muzaffar Zaffar) and Vice Treasurer (Jeff P)

(No updates received as of July 7, 2026.)

4.4.1 Billhighway Balance Sheet

- Status update not provided.

4.4.2 Allocation from HQ and Required Quarterly Budget Updates

- No allocations from HQ have been received in 2026.
- Per the February 16 and June 29 Pulse Calls, and the June 3 Regional email, Quarterly Budget Updates in Billhighway are mandatory.
- Action Item A2605-05 (May 13) – RO Business Proposal. **Task:** SLC to prepare a Ranger Outing (RO) business proposal for submission to Natasha to determine eligibility for Regional funding.**Owner:** Jeff P. **Deadline:** June 3, 202. **Follow-up:** Reminders sent via myASQ on May 19, May 26, and June 2, and multiple reminders from Guoling.**Status:** No updates from Jeff P as of July 8, 2026.
- Action Item A2605-07 (May 13) – Q1 Budget Review. Task: Jeff P to follow up with Muzaffar regarding the Q1 budget "cashout" recorded as $0 (incorrect), and verify the accuracy of other

entries submitted by Muzaffar on April 22, 2026. **Follow-up:** Reminders sent via myASQ on May 21, May 28, and June 2, and multiple reminders from Guoling. **Status:** No progress reported by Jeff P or Muzaffar.

- Action Item A2606-09 (June 10) – Q2 Budget and Expense Entry.**Task:** Muzaffar and Jeff P to enter Q2 budget and expenses, ensuring Q2 expenses are accurately reflected in Billhighway by June 30, 2026. **Status:** No update provided.
- Quarterly Processing Reminder
  - ASQ Investment/Withdrawal transactions are processed once per quarter.
  - Forms must be signed by the 15th of the last month in the quarter for processing during the first week of the next quarter.

4.5 Finance – Leslie B.

No updates received as of July 7, 2026.

4.6 Arrangements – Edwin V.

Updates from Edwin's July 6 email and Guoling's input.

4.6.1 Action Item A2606-10 – Retro-Payment Follow-Up. **Task:** Follow up on the Day-of attendee's $10 retro-payment. **Status:** Completed on June 22, 2026 (payment received via Memberplanet).

4.6.2 Action Item A2606-12 – July 18 RO Lunch Approach

- Finance Committee met on June 29, 7:30–8:15 PM to review the 2026 Q3 Budget and Edwin's RO Finance Estimates.
- Committee approved the On-site Café Buffet lunch option.
  - "Regular" ticket price increased to $30.
  - Section will cover the lunch cost; reimbursement applies only to the Guided Tour portion.
  - Edwin updated the RO announcement accordingly.
- **Status:** Action item closed.

4.6.3 July 18 RO Registration Count

- As of July 6, there were 6 registrants.
- As of July 8, registration increased to 7 registrants.
- Edwin must pre-pay the venue for the number of lunch participants to reserve the café.
- **Decision:** A confirmation email will be sent to the host to determine whether additional members can be added after the reservation is made, and to verify the minimum number required for the reservation.

4.6.4 Action Item A2605-12 – Planning the 4th RO of 2026. **Task:** Plan the fourth Ranger Outing of 2026 and incorporate its budget into the Business Proposal for Regional funding. **Owners:** Edwin and Jeff P. **Status:** Updates pending.

4.6.5 2027 Transition Planning (Proposed by Guoling on July 8)

- Recommendation: Include Chair Elect (Larry) in all remaining 2026 RO-related communications to support a smooth transition into 2027.
- **Purpose:** Enable Larry to participate more actively in venue selection and pre-/post-RO logistics.

4.6.6 RO SOP and Forms (PI Project). ASQ0511-WI01 – Ranger Outing Work Instruction (4 Attachments)

- January 5, 2026: Edwin drafted initial SOP.
- February 13, 2026: Guoling revised SOP and sign-in sheet to include RU and recommended using sticker name tags.
- February 16, 2026: Edwin sent updated draft; Guoling, Maria, and Edwin met to discuss. Pending Maria's update to the introduction section.

- February 21, 2026 RO: New sign-in sheet and name tag stickers piloted.
- February 18–19, 2026: Jeff P, Vladimir, and Ken provided input on no-show, walk-in, emergency, and transfer policies.
- March 6, 2026: Guoling added these sections, plus Memberplanet setup and retro-payment instructions; sent draft for review. Pending Edwin's updated attachments.
- March 8, 2026: Edwin edited SOP and shortened RO announcement using February RO as example.
- March 18, 2026: Guoling further edited SOP and announcement; pending responses from Ken, Vladimir, and Muzaffar on outstanding questions.
- March 25, 2026: Edwin sent updated RO tracker Excel; Guoling provided corrections (April SLC date).
  - Action Item A2604-06: Guoling to continue reviewing the tracker and provide feedback.
  - June 9: Guoling to confirm with Edwin whether the tracker draft was current.
  - July 6: Edwin confirmed and sent the current draft.

- **New Action Items**

  e. A2607-05: For Edwin:
  - Update RO SOP draft to clarify "ASQ 0511 Paid Member" status (distinct from "ASQ Paid Member").
  - Clarify that member status affects reimbursement only, not RU issuance.
  - Add a post-RO email template as an SOP attachment.

  f. A2607-06: For Guoling:
  - Update ASQ0511-FM02 In-Person RU Event Sign-In Sheet to remove RU value columns, as RUs will be processed in Excel by the DBA.
  - Deadline: Before the July 18 RO.

4.7 Audit

Position vacant.

4.8 Compliance – Jo C.

4.8.1 Action Item A2602-02 – Compliance Log (On-going)
- June 3: Jo circulated the updated Compliance Log draft to Ken, Vladimir, and Guoling, and called for a Compliance Committee meeting.
- June 25: Compliance Committee meeting held.

4.8.2 Action Item A2606-04 – Leader Training Completion
- Task: Ensure all SLC members complete required leader trainings on time.
- Status: In progress (per Jo's July 8 myASQ comment).

◦ **Outcome:** Compliance Log Additions (Privacy & Billhighway)

a. Privacy and Billhighway items were added to the Compliance Log, with dedicated tabs created for each.
b. Quarterly Rebudget Monitoring was added to the Compliance Log as a new recurring item.
b. Privacy training completion was requested from applicable SLC members.Only two responses have been received as of 7/8.A follow-up is still required to confirm 100% completion.

4.9 Database – Connie B. (2023-2025), Jade W. & Guoling Chen (2026)

4.9.1 Action Item A2604-05 – 2026 RU Matrix Update.
- Task: Update the 2026 RU Matrix (Excel) and upload to myASQ "Workspace" → "Year 2026" folder by June 30 for Q1 & Q2.
- Status (July 7): Draft completed by Guoling and Jade.
- Pending Discussion (July 8): Determine whether ad-hoc SLC meetings award RUs.
- **Decision:** No RUs will be awarded for ad-hoc SLC meetings.

4.9.2 RU Requests (2023–2025)

- Connie processed all RU requests on time.
- Received revision requests from members; Connie asked for prior RU value rules.
- Ken provided guidance; RUs were revised and re-issued based on 2024–2025 practice.

4.9.3 RU Requests (2026)

- Jade and Guoling report timely fulfillment of all 2026 RU requests; no issues to date.

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

- Dec 5, 2025: Cyndi sent initial SOP draft.
- Jan 19, 2026: Maria provided extensive feedback (technical, access control, document control).
- Feb 9, 2026: Guoling reviewed and agreed with Maria's comments; replied to Cyndi.
- Mar 9, 2026: Maria noted she is still awaiting updates from Cyndi to confirm next steps.
- April 8, 2026:
  - RUs for events before Dec 31, 2025 will be issued by Connie using the web-based database, with accuracy verification by Connie/Guoling.
  - Due to database limitations, 2026 RUs will be entered in Excel only by Jade/Guoling and issued via MS365 ASQ email.
- May 6, 2026: Maria noted Barbara had comments on the DB but did not provide details.
- May 13, 2026 SLC:
  - Guoling and Jade screenshared the Draft 2026 RU Excel Worksheet (ASQ0511-WS01).
  - Worksheet approved, including meeting-length rules from Vladimir.
  - RUs will be issued only upon request (single or bulk).
  - Goal: finalize RU worksheet by month-end of each event; target TAT = 14 days from request receipt.
- To propose on July 8:
  - RU SOP to be split into two parts:
    1. Meetings/events before 12/31/2025 (Cyndi's draft; Connie to review and update).
    2. Meetings/events after 1/1/2026 (new section drafted by Jade and Guoling).
  - Next step: Connie, Jade, and Guoling to meet.
  - **Decision:** Share with Connie the SOP describing the 2026 practices for data to be added into the system from previous years, ensuring all information is stored in a single location.
- **A2607-07:** New Action Item: A meeting will be scheduled with Jade, Guoling and Connie.

4.10 Digital Systems Implementation – Jade W

4.10.1 ASQ0511-WI04 – Memberplanet Event Creation, Report & Reimbursement

- SOP drafted by Jade and Guoling; reviewed by Connie.
- Action Item A2604-04 (April 8): Edwin to add payment & reimbursement sections.
- June 14: Edwin sent updated draft to Guoling.
- July 6: Guoling incorporated Edwin's "Issue Refund" section, verified against Memberplanet, made edits, and shared the updated draft with Connie, Jade, and Edwin.
- Status: Action item complete and closed.

4.10.2 Memberplanet Signatories

- During the June 10 SLC meeting, no objections were raised to designating Jade, Edwin, Connie, and Guoling as signatories.

4.10.3 Action Item A2606-11 – Memberplanet Add-On Question Settings

- Task: Jade and Connie to evaluate/verify settings that allow post-registration edits to add-on questions.
- **Status:** In progress.

4.10.4 **A2607-08:** New Action Item (Post-July 18 RO)

- After the July 18 RO pilot, Jade to update the SOP with Yes/No and Checkbox settings modifications and proceed to sign-off.

4.11 Education & Recertification – Muzaffa Z.

(No updates received as of July 7.)

4.11.1 Action Item A2602-13 – “Catalog” Revision (2026 Business Plan Deliverable)

- Feb 17: Muzaffar uploaded draft to myASQ and requested SLC comments.
- Mar 9: Guoling provided comments.
- Mar 7: Jade drafted a concise, modern version; Guoling shared with Larry (who indicated he would follow up).
- **Status:** No progress as of July 7.

4.11.2 OPR for August Meeting

- Pending update.

4.12 Electronic Media, Videography, Webmaster – Jeff P.

(No updates received as of July 8.)

4.12.1 Action Item A2602-11 – 2026Aliases.txt Review

- Feb 11: Jeff P screenshared the 2026Aliases.txt file and emailed the path to SLC.
- All SLC members requested to review and provide inputs.
- Follow-up required.

4.12.2 Action Item A2602-12 – Email Alias QC & Validation

- Call for volunteers to QC and validate asq0511.org email aliases.
- Multiple SLC members (Guoling, Jo, Edwin) reported issues with board26 alias (bounced emails, non-receipt), causing delays in other action items.

4.12.3 Action Item A2606-02 – Alias Updates

- **Task:** Jeff P to update email aliases to reflect June position changes for Sara, Leslie, Jade, and Yurlady.
- **Additional Task:** Remove any aliases associated with individuals who are no longer members.
- **Status:** Update provided by Jeff P.

4.12.4 A2607-09: New Action Item – RO Photos

- Jeff P to collect and compile RO photos from February and May, and send to Ken for the “RO Year in Review.”

4.12.5 Programs Coordination

- Request for advance information from Programs.

4.13 Historian

Position vacant.

4.14 Membership – Leslie B.

Update provided by Leslie on July 3

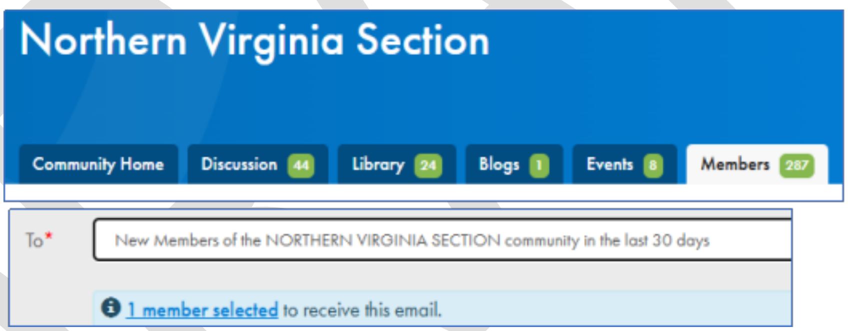
In July 2026 lost 4 Professionals and 2 Seniors= total **-6.** Total members **% decrease since 6/26 = -2.09%**
Since April 2026: gained 1 Professional membership and 1 Senior membership. Lost 3 Student memberships. **= -1 total**. Total members **% decrease since 3/26 = -0.35%**
Since July 2025: gained 1 Student membership and lost 5 Professional and lost 15 Senior memberships. **-19** ***total***. Total members **% *decline since 6/25* = -6.33 %**
Since July 2024: gained 5 Student memberships and lost 20 Professional and 32 Senior memberships.**= -47** ***total***. Total members **% *decline since 6/24* = -14.33%**

Member Status	Count	MemberType	Member status count
Continuous	178	Professional	141
		Senior	31
		Student	6
Proforma	54	Professional	40
		Senior	10
		Student	4
Renew	45	Professional	16
		Senior	29
		Student	0
New	4	Professional	4
		Senior	0
		Student	0
Total Members July 2026	**281**		
As of July 2, 2026			

Additional data from Guoling as of July 8.

4.14.1 Membership Count and Engagement

- As of July 8, the myASQ platform reports:
  - 287 Section members
  - 1 new member joined within the last 30 days
- A welcome email was sent to the new member using the myASQ template, including an invitation to attend the July 18 Ranger Outing (RO).



4.15 Nominations – Barbara Mc.

Updates based on Guoling's input and Barbara's emails from June 3 and June 10.

4.15.1 Action Item A2604-02 – SLC List Discrepancy Resolution

- Task: Resolve discrepancies between the ASQ 0511 SLC roster maintained by Component Relations (CR) and the roster maintained by the Section.
- Identified Issues:
  - Sara and Jo were missing from the CR list.
  - Several individuals holding multiple roles were not accurately reflected.
- Follow-Up:
  - After multiple outreach attempts to Barbara in April and May with no response, Guoling contacted CR directly on May 26, referencing:
    - The 2026 SLC Roster provided by Jeff P on December 8, 2025
    - The 2026 SLC Meeting Minutes
  - May 27: CR confirmed that all corrections were made.
- **Status:** Action item closed in myASQ.

Title	ASQ Section 0511 July 2026 Section Leadership Committee Meeting Agenda				
Meeting Date (Monthly, 2nd Wed.)	08 JUL 2026	**Time**	18:00 to 20:00	**RU value**	Up to 0.2
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 Recertification Chair	Muzaffar Zaffar	1/1/2026 - now
Electronic Media Chair Webmaster Videography Chair Vice Treasurer	Jeff Parnes	1/1/2026 - now
Membership Chair Finance Chair	Leslie Braun	1/1/2026 - now
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

- **Additional Note (Barbara – June 3, 2026)**
  - On June 3, Barbara sent Guoling the information she had entered into ASQ during the 2025 year-end update.

11/11/25

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		

- **Additional Reference – 2026 Roster Source (Jeff P, December 8, 2025)**
  - The 2026 Roster List used for verification and correction was the version provided by Jeff P on December 8, 2025.

2026BoardMembers

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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**				
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

To Discuss in July 8 SLC Meeting - SLC Nomination & Roster Management Process

- **Clarify whether a formal procedure exists for:**
  - SLC position nomination
  - Submission of roster updates to Component Relations (CR)
  - Verification of entries
  - Ensuring data consistency (Title, Name, Start/End dates)
- **Determine responsibility for mid-year SLC member changes:**
  - Should updates be sent to CR by the Chair or the Nominations Chair?
- **A2607-10: New Action Item**
  - Barbara to draft a job aid outlining the nomination and roster-update process.
  - Target timeline: To be determined by SLC.

4.15.2 A2607-11: New Action Item – MLEA Nomination (2026 Business Plan Deliverable)

- Deadline: April 1 (missed).
- March 30: Guoling emailed Barbara (cc: Ken, Vladimir, Jeff P) regarding the MLEA nomination; no response received.
- June 10: Guoling reminded Barbara.

  - Barbara replied she was unaware she was the owner of this action item and confirmed the submission deadline had passed.
- June 20: Guoling asked Barbara to identify an “equivalent” deliverable to satisfy this Business Plan requirement.
- To Discuss on July 8: Determine next steps and define the replacement deliverable.
- Decision: Maria H. will follow up with Barbara regarding the process.

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

4.16 Placements

Position Vacant.

4.17 Process Improvement – Maria H.

Updates from Maria on July 6.

4.17.1 PI Project Updates (See respective committee chair sections for detailed PI project status.)
- Maria still needs to review the RO SOP.
- Maria asked whether the RU Database SOP will be updated or if a new SOP will be created to reflect the current process.
- Maria recommended creating an archive on SharePoint for older Section 0511 documentation.

4.17.2 QP Reports
- Action Item A2602-10 (Feb 11): Maria to upload the January 14, 2025 QP Report to the myASQ 0511 community page.
- July 6: Guoling followed up multiple times and provided suggestions/examples. Maria to revisit.

4.17.3 WCQI 2026
- Maria attended WCQI 2026 in Orlando, FL.
- Maria is coordinating with Ken and Guoling on a WCQI 2026 presentation; September may work, pending scheduling.
- At the team’s request, Maria contacted Barbara regarding a joint presentation with the Northern Virginia and Fort Worth Sections.
- Barbara is checking with the Fort Worth Section Chair; October may be the only available time-frame.
- Team to discuss next steps.

4.18 Programs – Ken R.

No updates received as of July 7.

- Jo (March 30 email): Requested postponement of her June presentation. She planned to have an outline by May 31 and coordinate with Ken and Edwin on dates.
  - **Update:** Presentation to be pushed to next year.
- Action Item A2605-15: Jeff P to inform Muzaffar to draft OPR material in collaboration with the August 12 speaker.
  - Jeff/Muzaffar updates pending.
- Action Item A2605-16: Jeff P proposed organizing a hybrid meeting in 2026; to coordinate with Ken on feasibility and scheduling.
  - Jeff P./Ken updates pending.
  - Library reservation requires 2 months advance notice.

4.19 Strategy **–** Vladimir N.

4.19.1 Action Item A2605-01 – RCA for Record-High Attendance (April 8 Meeting)

- April 8 Meeting: Record-high attendance of 36 attendees.
- May 13: Vladimir proposed RCA in his April 8 email.
- June 5: Leslie completed initial RCA file.
- June 10: Leslie corrected one value after Connie's comment.
- Guoling identified additional errors; Leslie made further corrections.
- June 13: Guoling updated the RCA worksheet for inconsistencies and revised Column E per her May 11 email to Leslie.
- Updated worksheet sent to Vladimir for review/editing, with suggestion to present during the July 8 SLC meeting.

4.19.2 Action Item A2605-17 – RO Roster (Sign-In Sheet) Update

- Task: Work with Ken and Edwin to update the RO roster/sign-in sheet.
- **Status:** On hold pending trials using the current draft.
- See RO SOP section for details.

4.20 Voice of the Customer

Position vacant.

4.21 Welcome / Member / Section Engagement

Position vacant.

5. **Roundtable / Miscellaneous**

5.1 __ (No items recorded.)

6. **Action Items**

- All 2026 action items are either closed in previous meetings or have been migrated to myASQ as of July 8, 2026 for ongoing follow-up.
- The Action Item Table will no longer appear in SLC meeting agenda/minutes starting July 8, 2026.
- All SLC members should continue updating items directly in the myASQ Workspace.
- (Screenshare: myASQ "Action Items")

Meeting adjourned at 8:16 pm.