Title	ASQ Section 0511 October 2026 Section Leadership Committee Meeting Minutes				
Meeting Date (Monthly, 2nd Wed.)	14 OCT 2026	**Time**	18:00 to 19:00	**RU value**	0.1
Location	Webex				

Agenda Prepared by, Date	Guoling Chen, 12 OCT 2026	**Minutes Taken by**	Minutes Prepared By: Yurlady Chaverra Palacios Source: Webex Recording and Transcript
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
Vice Chair	ViceChair26@asq0511.org	David Jennings	N
Past Chair	PastChair26@asq0511.org	Jeff Parnes	W
Secretary	Secretary26@asq0511.org	Jeff Cadel	Prior Absence Notice
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. I.e. Even if more than 2 elected officers are present, only 2 of them count toward the elected-officer requirement, and the 2 that were counted as "elected" cannot also be counted again among the 3 "additional" members.

Position	Email	Name	Attended?
Arrangements - Ranger Outing Chair	Arrangements26@asq0511.org	Edwin Videla	N
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	N
Education Chair	Education26@asq0511.org	David Jennings	N
Recertification Chair	Recertification26@asq0511.org	Muzaffar Zaffar	N
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	Prior Absence Notice
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	Prior Absence Notice (10/13)
Welcome Chair	Welcome26@asq0511.org	[Vacant]	
Audit Chair	Audit26@asq0511.org	[Vacant]	
Historian	Historian26@asq0511.org	[Vacant]	

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Title	ASQ Section 0511 October 2026 Section Leadership Committee Meeting Minutes					
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Position	Email	Name	Attended?
Placements Chair	Placements26@asq0511.org	[Vacant]	
Voice of the Customer Chair	VOC26@asq0511.org	[Vacant]	

1.5 Guest

Position	Email	Name	Attended?
Section Member / Guest	Personal E-mail	Ruone Kim	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	8	No	The meeting proceeded as planned. However, due to the lack of quorum, any motions or decisions requiring a quorum were deferred.
Elected	≥ 2	1		
"Additional" (besides the 2 minimum elected)	≥ 3 [25% x (Total (15) – minimum (2)]	NA (7 appointed officers) (Total attended **-2**)		

2. Approval of Previous Month's SLC Meeting Minutes

Title	ASQ 0511 **AUG** 2026 Section Leadership Committee Meeting Minutes				
Meeting Date	12 AUG 2026	Minutes Taken by	Jeff Cadel		
Initial Draft Date	04 SEP 2026	Feedback from	09/09: GC provided comments in myASQ. 10/08: GC noticed that the comments submitted on 09/09 had not been addressed and informed JC. As JC was out of office and unable to make further edits, GC requested that YCH revise the draft and incorporate the outstanding comments. 10/08: YCH completed the revisions and incorporated the submitted comments. 10/12-10/13: GC conducted a follow-up review and made additional edits and recommendations. 10/13: YCH incorporated the final edits. 10/14: YCH posted the revised draft in myASQ for SLC members' review and approval.	Most Recent Draft Date	09/21/26 (Jeff C), 10/13/26 (YCH)
Minutes Approved? (Yes / No, explain)	No. The minutes were not approved because a quorum was not present at the meeting.				
Action Item (choose one)	☐ **Approved: upload the approved minutes PDF into myASQ "Northern Virginia Section Leadership**" community> "**Workspace**" > "**Year 2026**" folder: assigned to __**[Action Item A]** (Change watermark from "Draft" to "Approved", add approval date in the footer)				

Title	ASQ Section 0511 October 2026 Section Leadership Committee Meeting Minutes					
Meeting Date (Monthly, 2nd Wed.)	14 OCT 2026	**Time**	18:00 to 19:00	**RU value**	0.1	
Location	Webex					

	☒ NOT approved: Secretary or designee JC to follow up with reviewers for updated minutes. Provide an updated draft to SLC by date 11/06, to be approved in the next SLC meeting.				
Title	ASQ 0511 **SEP** 2026 Section Leadership Committee Meeting Minutes				
Meeting Date	09 SEP 2026	Minutes Taken by	Jeff Cadel (1st draft) updated by Yurlady		
Initial Draft Date	17 SEP 2026	Feedback from	10/07: GC conducted a quick review of JC's 9/17 draft, identified numerous issues, and requested YCH's assistance in addressing them. 10/08: YCH revised the draft and incorporated comments and corrections. 10/12: GC reviewed draft and submitted minor feedback through myASQ. 10/12-10/13: GC completed a follow-up review and provided additional edits as needed. 10/14: YCH posted the revised draft on myASQ for SLC members' review and approval.	Most Recent Draft Date	09/17/26 (JC); 10/13/26 (YCHP)
Minutes Approved? (Yes / No, explain)	No. The minutes were not approved because a quorum was not present at the meeting.				
Action Item (choose one)	☐ **Approved: upload the approved minutes PDF into myASQ "Northern Virginia Section Leadership**" community> "**Workspace**" > "**Year 2026**" folder: assigned to __ **[Action Item A]** (Change watermark from "Draft" to "Approved", add approval date in the footer) ☒ NOT approved: Secretary or designee JC to follow up with reviewers for updated minutes. Provide an updated draft to SLC by date 11/06, to be approved in the next SLC meeting.				

3. SLC Positions and Vacancies Review

3.1 Position Changes Since Last SLC Meeting: NA

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.
- June 10 SLC: Action item reassigned to Maria Habib.
- 9/8 No updates were reported by MH regarding volunteer position descriptions or posting activities. This item remains pending, and no further discussion or action was noted.

3.2.2 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 10/13: No progress. To revisit after the Election.

3.3 Nominations – Barbara Mc. (unable to join meeting)

3.3.1 From last meeting, 2027 SLC nominations and Election Key dates:

- Barbara Mc. was unable to attend the meeting; therefore, no verbal update was provided.Due to her inability to host the 10/14/2026 Election Meeting, Jeff P. served as meeting host.

- September 15th – All nominations should be sent in to Barbara: Nominations26@asq0511.org
- October 14th – Voting can be done by poll sent from myASQ or in person at the October meeting
- October 15th - Voting closes.
- By October 31st - New officers must be submitted to ASQ HQ.
- November 1st – Election results are announced
- By December 31st – New section leaders should take any training assigned in ASQ.org prior to January.
- January 1, 2027 – New Officers begin their term.

- GC shared the following updates from September meeting:
  - On 9/16/2026, Guoling created the "SLC Responsibilities and Intent to Serve in 2027" table.
  - Between 9/10/2026 and 9/12/2026, Guoling and Barbara submitted requests for several key positions through Volunteer Hub.
  - On 9/17/2026, Guoling, Barbara, and Vladimir met to discuss position responsibilities, role requirements, recruitment strategy, and next steps. The group decided to post only the six elected positions and the two mandatory appointed positions in the myASQ Discussions forum.
  - Barbara posted recruitment-related information in myASQ Discussions on 8/5/2026 and 9/24/2026.

3.3.2 A2607-09: Job Aid Development – Nomination & Roster Updates

- Barbara uploaded Nominating Chair Position Guide (GCC), and "ForNominationsProcess" to "Workspace" on 8/3. Uploaded "WKD_OfficerUpdateInsutrctions2025" on 8/12.
- Barbara Mc. was unable to attend the meeting. No updates were reported for this AI
- Next step: GC will send the draft to Jo for review.

Name	Type	Date
PGD_GCC_Section_NominatingChair_cm.pdf	Document	2026-08-03
ForNominationsProcess.docx	Document	2026-08-03
WKD_OfficerUpdateInstructions2025_20241014 (1).docx	Document	2026-08-12

3.3.3 A2607-10: MLEA Nomination (2026 Business Plan Deliverable)

- Due to the deadline having passed, the ad hoc 2026 BPB Update Meeting held on 9/30/2026 approved replacing the deliverable "MLEA Nomination (2026 Business Plan Deliverable)

3.3.4 A2610-01: Recognition Certificate for SLC Members with 10 or More Years of Service

- A new deliverable, A2610-01: Recognition Certificate for SLC Members with 10 or More Years of Service, was established using a 15-year look-back period.
- Owner: Barbara.
- Barbara submitted a preliminary draft of the recognition certificate.
- GC reviewed the draft and provided feedback via email regarding dates and the application process.
- The recognition certificates are expected to be issued at the December meeting.

4. Elected Officers and Committee Report

4.1 Chair – Guoling Chen

4.1.1 Components Relations (CR) / HQ / Regional Updates

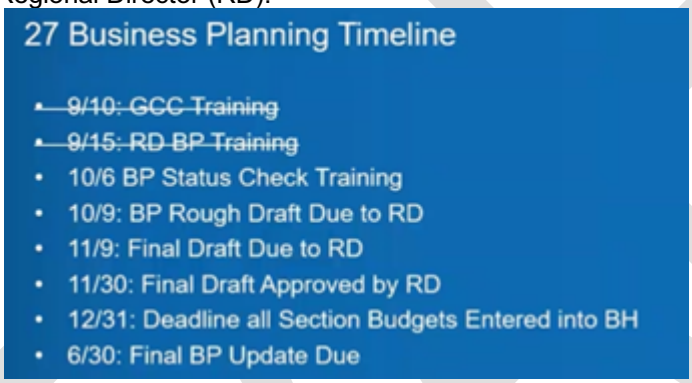
Title	ASQ Section 0511 October 2026 Section Leadership Committee Meeting Minutes				
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2026 BPB Updated and Submitted (Screen Share)

- During the 9/28/2026 Pulse Call, GC learned that the deadline for the 2026 Business Plan and Budget (BPB) update was 9/30/2026.
- GC noted that the BPB submission will be used in the Section's rating for the 2026 Performance Excellence Program (PEP).
- On 9/30/2026, Guoling convened an ad hoc SLC meeting to review and finalize the BPB update. All SLC members were invited.
- Attendees included Guoling, David, Jade, Barbara, and Maria, who made final updates based on the best information available at the time.
- Guoling submitted the updated 2026 BPB on the evening of 9/30/2026 and uploaded a copy to the myASQ Workspace.
- Natasha (RD) acknowledged receipt of the submission on 10/1/2026.

2027 BPB Due:

- Guoling attended the 10/6/2026 GCC Training: 2027 Business Plan Q&A. During the training, participants were advised that draft due dates were flexible and could be discussed with the Regional Director (RD).



- Anticipating that the Section would be unable to meet the 10/9/2026 rough draft deadline, Guoling contacted the RD, Natasha, to request an extension until 10/25/2026. The request was declined, and the Section was advised to submit the draft as soon as possible.
- Guoling will continue discussions with the RD regarding possible extensions for the two draft submissions.
- Between 10/5/2026 and 10/7/2026, David and Guoling prepared the initial draft of the 2027 Business Plan.
- An ad hoc SLC meeting was held on 10/10/2026 to review the 2027 BPB draft. Attendees included Guoling, Edwin, Jade, Jo, Vladimir, and Maria.
  [Screenshare 2027 BPB draft.]

A2610-02

- Guoling requested that all SLC members review the 2027 BPB draft.
- As this is a new template with significant changes, members were asked to review all tabs from left to right and carefully review those directly related to their roles.
- Each SLC member is to submit at least one Business Plan entry for which they are the owner. If the item has budget implications, the corresponding Budget tab should also be completed.
- Requested updates should be submitted to Guoling, David, Muzaffar, and Jeff Parnes by 10/18/2026.
- Information from the Program and Arrangements functions is especially needed, including planned dates, topics, and associated costs.
- Next Step: All SLC members to review the 2027 BPB draft and submit their assigned Business Plan and Budget updates by 10/18/2026. SLC to reconvene on 10/24/2026 or 10/25/2026 to finalize the 2027 BPB for submission.

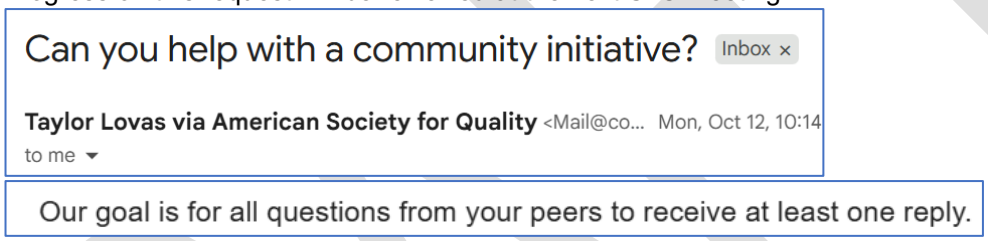
A2610-03

- Chair aims to apply for the Q4 Best Practice Award using the RO Program as the featured best practice.
- Discussion was held regarding ownership of the application draft.
- Vladimir, Guoling, and Jo will follow up on drafting and coordinating the submission.

4.1.2 myASQ Usage Promotion (Business Plan Deliverable)

Ongoing (2/11):

- All SLC members should continue uploading and commenting on Section documents in the myASQ SLC Workspace.
- Discussion tab: As of 10/13/26, there are 53 discussion in the 0511 community, very few had reples.
- On 10/12/2026, Guoling received communication from ASQ recommending that each discussion thread have at least one reply.
- Guoling requested that each SLC member log in to myASQ and respond to at least one discussion thread posted in 2026.
- Progress on this request will be reviewed at the next SLC meeting.



4.1.3 **Action Item A2603-02** – myASQ Action Item Creation and maintenance in myASQ (On-going)

- As of 10/13/26, 64 action items have been posted by Yurlady and Guoling.
- 37 items closed; 27 items remain "open".
- Guoling reminded all SLC members to log in to myASQ at least once per month and update the status of any action items for which they are responsible.

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

Position Guide Review and Updates:

- SLC members continue reviewing and updating position guides available through the myASQ links.
- Guoling requested that Jeff P. develop position guides for the Videography Chair, Webmaster, and eMedia Chair roles.
- Jeff P. acknowledged the request and agreed to draft the position guides.
- GC will identify an appropriate template and forward it to all SLC members for reference and use.

IT Tools and Platform Access

- No new updates or or requests were reported during October.

4.2 Vice Chair - David

4.2.1 **Action Item A2605-02:** working with Ken, Vladimir, and Jeff P. to update the Bylaws sections related to quorum requirements and elected officer definitions. Reassigned to DJ on 9/9.

4.2.2 David was unable to attend the meeting; therefore, no verbal update was provided

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

JC and YCH were unable to attend the meeting; therefore, no verbal update was provided

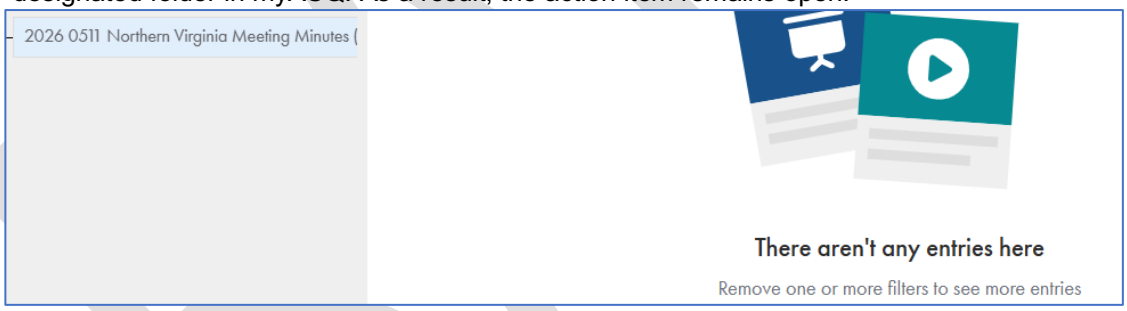
4.3.1 2026 SLC Meeting Minutes Upload to myASQ

4.3.2 **Action Item A2606-08** (Yurlady): Task: Verify whether January–May 2026 SLC Monthly Meeting Minutes were approved and uploaded to myASQ;

- 9/9/26 SLC: Missing April SLC minutes (Larry **A2605-03**) – reassign to GC on 9/9.
- On 10/13/2026, Guoling asked Connie to forward her comments to Larry.
- Guoling indicated that, upon receipt of the comments, she would consolidate feedback, finalize the document, and upload the final version to myASQ.

4.3.3 **A2607-02:** For Jeff C:

- Create a 2026 Minutes folder in the myASQ "Northern Virginia Section Leadership" Library and migrate all approved minutes (PDF format) up to June 2026 into that folder.
- A previous action item regarding the upload of approved 2025 SLC meeting minutes to myASQ was noted as "AI Completed" in the 9/9/2026 SLC meeting minutes, however, during a review on 10/13/2026, Guoling found that only the destination folder had been created in myASQ and that no files had been uploaded.
- The approved meeting minutes remain in the Workspace and still need to be moved to the designated folder in myASQ. As a result, the action item remains open.



- Deleted the approved minutes PDF version from "Workspace"
- Create the new action items based on the July minutes in myASQ → Workspace → Actio Items. (Guoling subsequently verified on 10/13/2026 that this task had been completed, likely by Yurlady.)

4.3.4 **A2610-04:** Jeff C. to upload all approved 2025 SLC meeting minutes (clean PDF versions) to myASQ by 11/30/2026.

4.3.5 SLC Agenda/Minutes Review and TAT (PI Project) were deferred due to time constraints:

a. July–December 2025: Limited progress due to key stakeholder availability.
b. January 14, 2026: SLC proposed that Guoling, Jeff C, and Maria meet in February to discuss standardization of minutes content, expectations, and timelines.
c. February 9, 2026: Guoling created the Agenda/Minutes TAT Tracker, last updated on June 9, 2026.
d. 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.
e. 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.

f. 4/8, 4/9, 5/13, 6/10 JC not present or unable to take minutes; Others took minutes.
g. 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), and Vladimir (Strategy) to participate. Next steps: follow up.

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

As of 10/12/2026, no updates had been received.
Muzaffar was not present at the meeting; therefore, no verbal update was provided.

4.4.1 Billhighway Balance Sheet
- Status update not provided as of 10/12

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.

4.4.3 **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, 2026..Status: No updates from Jeff P as of 9/8.

Funding Request Update. Guoling provided the following update on 10/13/2026:
- On 10/3/2026, David prepared the initial draft of the funding request.
- On 10/4/2026, Guoling revised the draft.
- On 10/7/2026, Guoling submitted the funding request for $1,500.
- On 10/8/2026, Natasha (Regional Director) approved the request.AI was marked closed.

4.4.4 **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. **Status:** No progress reported by Jeff P or Muzaffar.

4.4.5 **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.

4.4.6 **Action Item A2609-03**: In light of the clarification provided by the Regional Director, MZ to review A2605-07, and A2606-09 and recommend whether each item should be revised or closed.

4.4.7 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.
- From 8/12 SLC: Need to schedule a meeting to request funding
- LB reported that there were no additional updates regarding finance.
- No new financial matters, requests, or concerns were raised for discussion.

4.6 Arrangements – Edwin V.

4.6.1 Next RO: 10/17 Great Falls Park.
- Edwin was not present at the meeting; therefore, no verbal update was provided regarding carpooling, meals, or other event logistics.

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- GC asked whether any SLC member has access to a color printer that can be used to print name tag labels for the upcoming event. Members were requested to confirm their availability and ability to assist with name tag printing.

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

a. January 5, 2026: Edwin drafted initial SOP.
b. February 13, 2026: Guoling revised SOP and sign-in sheet to include RU and recommended using sticker name tags.
c. February 16, 2026: Edwin sent updated draft; Guoling, Maria, and Edwin met to discuss. Pending Maria's update to the introduction section.
d. February 21, 2026 RO: New sign-in sheet and name tag stickers piloted.
e. February 18–19, 2026: Jeff P, Vladimir, and Ken provided input on no-show, walk-in, emergency, and transfer policies.
f. March 6, 2026: Guoling added these sections, plus Memberplanet setup and retro-payment instructions; sent draft for review. Pending Edwin's updated attachments.
g. March 8, 2026: Edwin edited SOP and shortened RO announcement using February RO as example.
h. March 18, 2026: Guoling further edited SOP and announcement; pending responses from Ken, Vladimir, and Muzaffar on outstanding questions.
i. March 25, 2026: Edwin sent updated RO tracker Excel; Guoling provided corrections (April SLC date).
   ◦ Update for Action Item A2604-06: Guoling 8/2 feedback. 9/20 Guoling, Edwin, Jade, Ken, Maria met and live edited the Action Tracker, action item complete.

A2607-04: 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 (may use the one Guoling sent on 5/24/26, as example, or edit from there).

Update: 9/13 Edwin, Guoling, Vladimir met and live edited the RO SOP (ASQ0511-WI01) and other attachments (therefore A2607-04 was done),

A2610-05: RO SOP Package Approval
- On 9/20/2026, the RO SOP package was sent to Maria for final consolidation, editing, and document cleanup.
- The objective is to complete the review process and make the SOP package effective as soon as possible.
- Jo also reviewed the package and submitted edits on 10/7/2026.
- Maria reported that the finalized version will be submitted on 10/17/2026.

4.7 Audit
Position vacant.

4.8 Compliance – Jo C. (No updates received as of 10/12)

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

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◦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 Re-budget Monitoring was added to the Compliance Log as a new recurring item.

c. Privacy training completion was requested from applicable SLC members:

- Jo informed the SLC that confirmation had been received from Guoling indicating that all required Office-related data and privacy training had been completed.
- Guoling clarified that the reported completion status applied only to her own training and did not reflect completion by all SLC members.
- As of 10/14/2026, only five SLC members had reported completion of the required training.
- Jo will update the training completion report to accurately reflect the status of each applicable SLC member.

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

4.9.1 RU Requests (2023–2025): Connie processed RU requests on time.

4.9.2 RU Requests (2026): Jade processed RU request, on track so far.

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

a. Dec 5, 2025: Cyndi sent initial SOP draft.

b. Jan 19, 2026: Maria provided extensive feedback (technical, access control, document control).

c. Feb 9, 2026: Guoling reviewed and agreed with Maria's comments; replied to Cyndi.

d. Mar 9, 2026: Maria noted she is still awaiting updates from Cyndi to confirm next steps.

e. 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.

f. May 6, 2026: Maria noted Barbara had comments on the DB but did not provide details.

g. 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.

4.9.4 Proposed 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).

◦ **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.

◦ On 10/14/2026, Connie reported that no RU requests had been received from members. Connie also reviewed the feasibility of reconciling attendance tracking records with the RU database process. Based on her assessment, the attendance tracking method and the

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database requirements are not compatible. As a result, the two spreadsheets would need to be maintained separately.Connie concluded that integrating the processes would not be worth the effort, given the lack of compatibility between the systems.

A2607-06: JW to schedule meeting w Guoling and Connie to finalize this SOP. Unable to meet in Aug & Sep yet. Follow up.

4.9.5 The SLC confirmed that ad hoc SLC meetings held in 2026 will not be eligible for or issue Recertification Units (RUs).

4.10 Digital Systems Implementation – Jade W

4.10.1 Memberplanet SOP Signatories: Jade, Edwin, Connie, and Guoling.

4.11 Education – David J.

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

a. Feb 17: Muzaffar uploaded draft to myASQ and requested SLC comments.

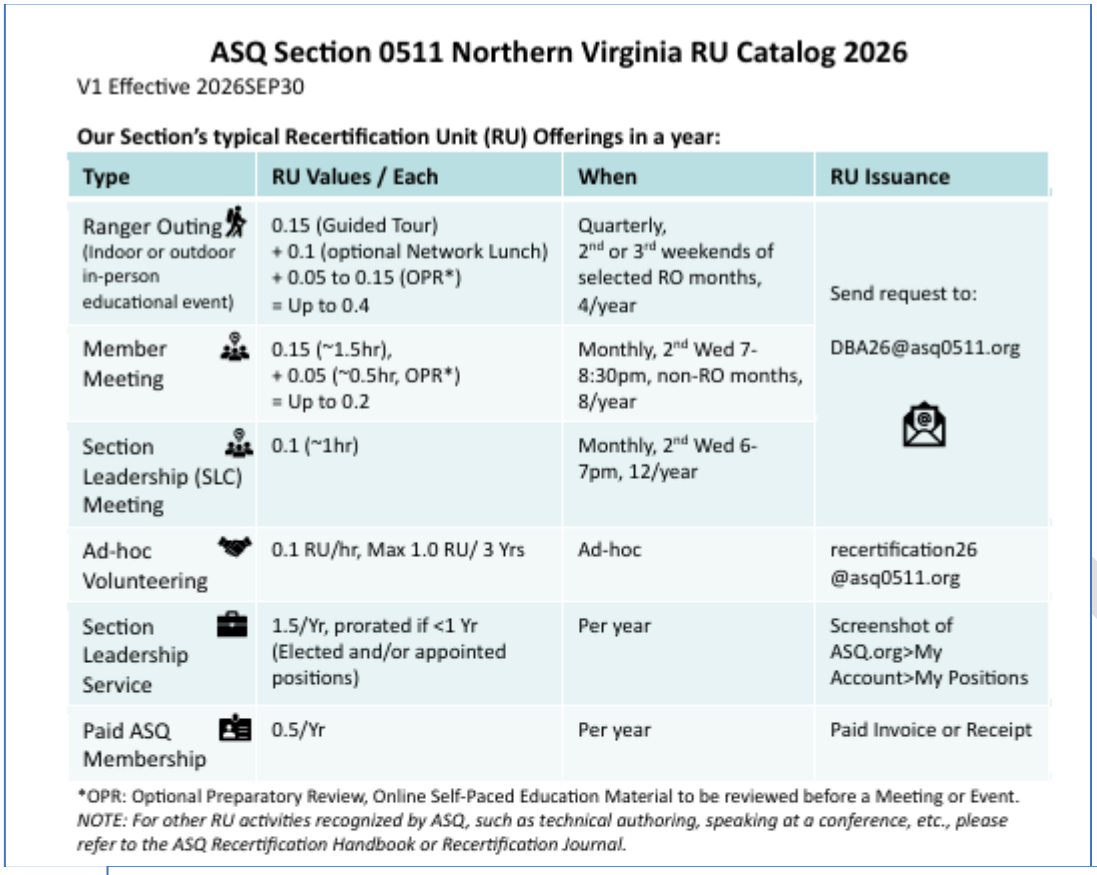
b. Mar 9: Guoling provided comments.

c. Mar 7: Jade drafted a concise, modern version; Guoling shared with Larry (who indicated he would follow up).

d. 8/3: ownership transferred from MZ to DJ. Status: DJ sent a new draft to GC on 8/25. GC to review.

e. 9/10/26: GC updated draft to 1 page. Barbara, Vladimir, David, Maria, Jade reviewed in subsequent ad-hoc meetings, no objections. 9/30/26: v1 Effective. Guoling uploaded to myASQ. Action item closed.

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ASQ Section 0511 Northern Virginia RU Catalog 2026

V1 Effective 2026SEP30

Our Section's typical Recertification Unit (RU) Offerings in a year:

Type	RU Values / Each	When	RU Issuance
Ranger Outing (Indoor or outdoor in-person educational event)	0.15 (Guided Tour) + 0.1 (optional Network Lunch) + 0.05 to 0.15 (OPR*) = Up to 0.4	Quarterly, 2nd or 3rd weekends of selected RO months, 4/year	Send request to: DBA26@asq0511.org
Member Meeting	0.15 (~1.5hr), + 0.05 (~0.5hr, OPR*) = Up to 0.2	Monthly, 2nd Wed 7-8:30pm, non-RO months, 8/year	
Section Leadership (SLC) Meeting	0.1 (~1hr)	Monthly, 2nd Wed 6-7pm, 12/year	
Ad-hoc Volunteering	0.1 RU/hr, Max 1.0 RU/ 3 Yrs	Ad-hoc	recertification26 @asq0511.org
Section Leadership Service	1.5/Yr, prorated if <1 Yr (Elected and/or appointed positions)	Per year	Screenshot of ASQ.org>My Account>My Positions
Paid ASQ Membership	0.5/Yr	Per year	Paid Invoice or Receipt

*OPR: Optional Preparatory Review, Online Self-Paced Education Material to be reviewed before a Meeting or Event.
NOTE: For other RU activities recognized by ASQ, such as technical authoring, speaking at a conference, etc., please refer to the ASQ Recertification Handbook or Recertification Journal.

Examples pathways to meet ASQ's Recertification Requirement of 18 RU in 3 Years:

Employment Status	RU from Employment	RU from ASQ 0511	RU Total
Retired	NA	Attend all activities of 12 ROs = 0.4x12=4.8 Attend 24 Member Meetings = 0.2 x 24=4.8 Attend 24 SLC Meetings = 0.1 x 24 = 2.4 SLC Service 3 years = 1.5 x 3 = 4.5 ASQ Membership 3 years = 0.5 x 3 = 1.5	18
Part Time Employed	0.15 RU / month x 36 = 5.4	Attend some ROs and Meetings such as above = 12.6	18
Full Time Employed	0.3 RU / month x 36 = 10.8	Attend some ROs and Meetings such as above = 7.2	18

Questions or Comments? Contact: Recertification26@asq0511.org

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f. Ideas for OPR Presentation for the 11/11 Meeting

4.11.2 Ken is making efforts involved in selecting the RO and restaurant venues.

4.11.3 Vladimir submitted a proposal by email approximately two to three weeks ago covering the RO venue selection process, logistics planning, and event preparation activities, with logistics input from Edwin.

4.11.4 Maria suggested selecting and combining relevant content from previous OPR presentations and incorporating excerpts from the RO SOP, particularly the Responsibilities section.

4.11.5 Guoling encouraged all SLC members to submit additional ideas and presentation content to David for incorporation into the OPR presentation.

4.12 Recertification – Muzaffar Z.
As of 10/12/2026, no updates had been received.
Muzaffar was not present at the meeting; therefore, no verbal update was provided.

4.13 Electronic Media, Videography, Webmaster – Jeff P. (no updates as of 10/12)

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.

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.

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. **Action Item A2607-08** – RO Photos
   - Jeff P to collect and compile RO photos from February and May, and send to Ken for the "RO Year in Review."
   - Programs Coordination
   - Request for advance information from Programs.

4.14 Historian
Position vacant.

4.15 Membership – Leslie B. (10/11 email)

In October 2026 gained 6 Professionals and lost 3 seniors = total +3. Total members % increase since 9/26 = **+1.11%**

Since July 2026 lost 8 Professional and 2 Student memberships. = -10 total. Total members % decrease since 7/26 = **-3.56%**

Since October 2025 lost 12 Professional, 4 Senior membership and 2 Student memberships. = -18 total. Total members % decrease since 9/25 = **-6.23%**

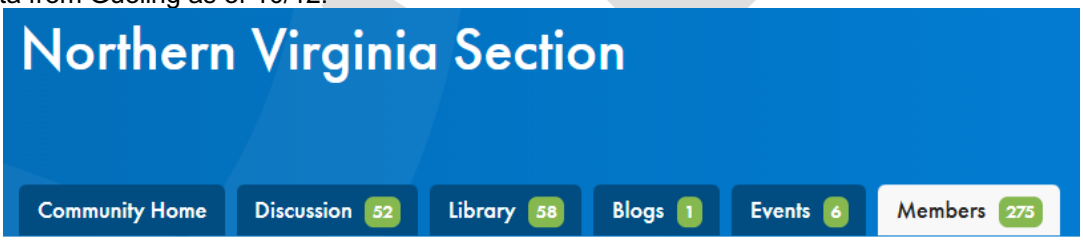
Since October 2024 lost 33 Professional, 20 Senior and gained 1 Student memberships. -52 total. Total members % decline since 9/24 = **-16.09%**

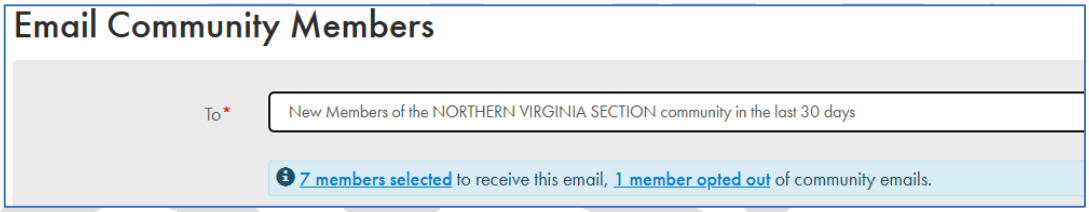
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Title	ASQ Section 0511 October 2026 Section Leadership Committee Meeting Minutes				
Meeting Date (Monthly, 2nd Wed.)	14 OCT 2026	**Time**	18:00 to 19:00	**RU value**	0.1
Location	Webex				

Member Status	Count	MemberType	Member status count
Continuous	212	Professional	142
		Senior	67
		Student	3
Proforma	37	Professional	33
		Senior	0
		Student	4
Renew	14	Professional	11
		Senior	3
		Student	0
New	8	Professional	7
		Senior	0
		Student	1
Total Members October 2026	271		
As of October 2, 2026			

myASQ data from Guoling as of 10/12.





- 275 Section members
- 8 new member joined within the last 30 days

4.15.1 Welcome emails were sent to 7 of the 8 new members using the myASQ welcome template.One new member did not receive a welcome email because they had opted out of email communications.The welcome message included invitations to attend the 10/14/2026 SLC Meeting, the Election Meeting, and the 10/17/2026 Ranger Outing (RO) event

4.16 Placements
Position Vacant.

4.17 Process Improvement – Maria H.

a. PI Project Updates (See respective committee chair sections for detailed PI project status.)

b. Existing QP Reports Upload

c. **Action Item A2602-10** (Feb 11): Maria to upload the January 14, 2025 QP Report to the myASQ 0511 community page. Still open. On 10/13/2026, Guoling sent the January and June QP report presentation

slides to Maria. These were the only two meetings during 2026 for which QP reports were presented. Maria will review the slides for accuracy and upload the final versions to the myASQ Community page.

4.18 Programs – Ken R. (10/13: can attend the 10/14 meetings)

a. **Upcoming programs:**
- 11/11/26: RO Year In Review
- 12/9/26: Path to Quality with SLC 10years+ Members Recognition
- 1/13/26: 2026 Chair's Report and 2027 Chair's Outlook
- Feb/27: RO to be confirmed
- Other 2027 TBD, to coordinate the proposed dates and events in 2027 BPB

b. Jo (March 30/26 email): postpone of her June presentation to next year. Jo is tentatively scheduled to present in March or April 2027. The presentation date will be confirmed based on the availability of another member who may wish to present during that timeframe.Jo will prepare the presentation for March 2027, pending confirmation from Ken R...

- 10/10 Guoling connected a potential speaker, forwarded to Ken to follow up
- **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.

a. **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. Guoling followed up on the email thread to encourage review and provide additional coordination.

b. **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. 9/13/26: Edwin, Vladimir, Guoling made live edits to the ASQ0511-FM02_In-Person RU Event Sign-In Sheet. Team agreed on the edited version. Action item closed.

4.20 Voice of the Customer
Position vacant.

Guoling shared positive feedback received on 9/12/2026 from an attendee of the Baltimore Section regarding the Northern Virginia Section's programs and operations.
The attendee stated: "I also find that the Northern Virginia section is well organized and brings good topics and speakers. FYI: I do not need Rus. I like to commend you and your team for doing a great job. "
"I would like to thank you and your SLC leadership for bringing a great topic."

4.21 Welcome / Member / Section Engagement
Position vacant.

5. Roundtable / Miscellaneous

5.1 __ N/A

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6. Action Items – migrated to myASQ Workspace starting from 7/8/26.
All SLC members should continue updating items directly in the myASQ Workspace.

The meeting was adjourned at 6:58 p.m. Following adjournment, the Section proceeded to the Election and Appointment Meeting, scheduled from 7:00 p.m. to 7:30 p.m..

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