

ASQ Section 0511 Leadership Committee Meeting Draft Minutes – May 2020

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	May 13, 2020	Time	5:00 – 6:00 pm	Duration	60 min

Leadership Committee Attendance [X indicates the invited person attended]

Invited		Invited		Invited	
Barbara McCullough – Chair	X*	Ken Rapuano – Secretary	X*	Connie Broadie – VOC	X*
Devon Engleman – Chair Elect	X*	Eric Jensen – Certification	X*	Jeff Parnes – Nominating Committee Chair	X*
Mike Coleman – Treasurer	X*	Carolyn Miller – Arrangements	X*	Charlotte Wild – Auditing	--
Seema Garg – Placements	X*	Cyndi Reichardt – DBA	X*	Leslie Braun – Finance Committee Chair	X*
Sara McAlpine – Finance Committee	--	Muzaffar Zaffar – Education	X*	Diana Metzger - Programs	X*
Kyu Jang – Treasurer-elect	X*	Bill Eastham – Membership	X*	--	--

* By phone

Agenda and Minutes

Item	Agenda and items for discussion	Minutes and decisions
1	Announcements / carryover from previous meeting	Barbara: Still important to move anything we don't want to lose over to SharePoint. Especially attendance records. Jeff: Will determine what needs to be exported and export.
2	Reading of minutes from last meeting – Approval by Board	Approved
3	Information from Component Relations for Chair to share with the SLC	ITG had a webinar on CMC; may be a possibility for next meeting topic.
4	Action items – Secretary will review those from last meeting in AI Section below	See below
	Committee Chair Reports	If there is no report just enter N/A
5	Arrangements	Ongoing: Meetings in person not allowed by ASQ until after August 31, 2020.
6	Audit	No new issues.
7	Database	Has been in contact with Corey and he will clean up attendance DB and will get it in shape to be backed up on SP.
8	Education	No new issues
9	Finance	No new issues
10	Membership	Section membership has fluctuated between 400 and 600 over the years.
11	Nominations	No new issues
12	Placements	No new issues

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13	Programs	No new issues
14	Re-Certification	No new issues
15	Treasurer	Received a bill from Jeff on May 12 from July 2019 (\$145.45) for website hosting from July 2019-July 2020. Needs approval, but was from last year’s budget. Jeff is looking through his records to catch up on anything else that needs reimbursement. Carolyn: Do we have a policy on outstanding bills duration? Board approves payment motion.
16	VOC	No new issues
17	Web Master	Jeff: Server will renew automatically unless we end it. Ken: Should we renew server for one more year to buy time for switching things over? Barbara: What’s our retention period. Bill: Retention records policy documentation is available on SP support. Jeff: Meeting presentations on SP are not available to membership. Cyndi: Recommends using SP for history and storage.
18	Others (Historian, SIGs, Past Chair, &c.)	--
19	Chair Elect	No new issues
20	Roundtable – Go around the table for any last comments	--
21	Secretary - Review decisions and action items from the meeting	Confirmed action items.
22	Chair – closing remarks and Adjourn Meeting	Meeting adjourned at: 7:00

Issues

Item	Description	Disposition

Action Items

Location:	Action Items will be tracked in the previous meeting minutes and marked as cleared at the next meeting if they have been taken care of.
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April Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Backup DBA – 4-way meeting with Cyndi, Jeff, Barb, and Corey to transition over DB	Jeff	4/8/20	Open
2	Read and follow <u>required</u> data privacy training email from ASQ component relations (3.5.20)	Leadership	4/25/20	Ongoing

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May Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Backup DBA – 4-way meeting with Cyndi, Jeff, Barb, and Corey to transition over DB	Jeff	4/8/20	Ongoing – Corey has been in contact with Cyndi
2	Read and follow <u>required</u> data privacy training email from ASQ component relations (3.5.20)	Leadership	4/25/20	Ongoing
3	How to contact ASQ Collaborate put in meeting minutes.	Ken	05/20/20	5/18/20
4	Ensure all officers are listed	Ken	05/20/20	5/18/20

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Next Meeting

Location	Online		
Date	06/10/2020	Time	TBD
Duration	1.0 Hour		
Items for Discussion [deferred from today's meeting]	Speaker		
	TBA		

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