

ASQ Section 0511 Leadership Committee Meeting Minutes – July 2020

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	July 8, 2020	Time	6:00 – 7:00 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*
Cacant – Chair Elect	--	Eric Jensen – Certification	X*	Jeff Parnes – Nominating Committee Chair	X*
Mike Coleman – Treasurer	X*	Carolyn Miller – Arrangements	X*	Charlotte Wild – Auditing	X*
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

Other Attendees: Rick Wells

- Ken Cogan
- Mike Kirchner
- Anne Marie Ferraro
- Jacky Lipscomb
- Herbert Singletary

Agenda and Minutes

Item	Agenda and items for discussion	Minutes and decisions
1	Announcements / carryover from previous meeting	Payment to Connie for Nationals material received. Not downloadable, but Connie willing to present some of the material at a future meeting. Proposed July 18 th for vision meeting 9 am-noon for rest of year budget. If can't make it, send any notes for budget or alternative spend for World Conference allocated funds. Bill: Will HQ zero out accounts for following year (ie, take back funds). Barbara: Not aware of that.
2	Reading of minutes from last meeting – Approval by Board	Approved
3	Information from Component Relations for Chair to share with the SLC	Mike K: Audit was formerly required but is not required for 2019 because needed to get the data and transition coming and working with IRS was occurring. Required from 0511: list of transactions for year until account closed. HQ not likely to request a financial report for 1 st 2 quarters because the account was closed out. Because of BillHighway, no need for financial reports and audits in the future since all on one tool. E-Fly is not new; need to attach 0511

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		<p>information to E-Fly account. Just need to sign into E-Fly. Training will be starting this month and the implementation planned for September. Automated registration reports and other reports available from the platform. Zero-balance budgets – no policy yet for that. Bill: What is meant by zero-budget? Mike K: Can spend only up to what the project income will be. Bill: Not the same def as used in accounting/baking. Mike K: Acknowledged; but no discussion yet. Recommended factor in about \$10.25 per member as Section allocation, disbursed quarterly. Change from monthly made by board of directors at beginning of 2019, but not implemented in 2019. Confirmed that unpaid members were carried so that they could be contacted to get caught up.</p>
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	Carolyn: Should we start looking for meeting locations for after September? Barb: Not sure, will depend on status of virus response.
6	Audit	Barb: Audit still required? Charlotte: Nothing sent from ASQ. Concern that it might have been lost in a previous email issue. Still need to do it. Leslie: In years we did the audit, Treasurer could not submit annual report w/o audit sign off. Barb: Did get something from HQ. Mike: Finance accepted annual report without requiring audit this year. Charlotte: Could perform on as due diligence.
7	Database	Cyndi: Did some cleanup with Corey. Reports generated have been acceptable for those requesting. DB still needs to be moved, but not sure how or when. Barb: Has instructions. Cyndi: Any automated record? Barb: Yes, if you respond to emails and click on link to sign up. Jeff: Two different lists. Cyndi: Is combining the lists from MyASQ and from Section.
8	Education	No new issues
9	Finance	No new issues
10	Membership	Sent Membership Report (attached). Bill: Some downward movement (23 members) over past few months. Corresponds to an annual decline of ~10%. 2 Sections closing in TN, may be 2 others in PA. Barb: Are unpaid overdue not renewed? Bill: If you go back and pay, retroactively active. ASQ keeps you “on the books” for a year if you are overdue. A large percentage just are behind and catch up several months later.
11	Nominations	Action item: Put out notice on website that the chair-elect position is available to fill. Barbara will write up for posting.
12	Placements	No new issues
13	Programs	Speakers lined up for August and October. Will get information to Barbara and Jeff (action item). Barbara will also get one lined up speaker to Jeff.
14	Re-Certification	34 new recertifications in June.

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15	Treasurer	\$22388.29 in account currently. Jeff: TD Bank account closed; money transferred to HQ. Barbara: Need Jan-Jun statements to send to HQ. Mike can get information, but Sara's phone is the 2 nd source verification, so Mike can't get remotely.
16	VOC	No new issues
17	Web Master	No new issues
18	Others (Historian, SIGs, Past Chair, &c.)	--
19	Chair Elect	Vacant – Devon has resigned from position.
20	Roundtable – Go around the table for any last comments	--
21	Secretary - Review decisions and action items from the meeting	No new issues
22	Chair – closing remarks and Adjourn Meeting	Meeting adjourned at: 6:50

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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June 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	Send out doodle poll for vision meeting to address budget	Jeff	6/14/20	6/14/20

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July 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	Cyndi	Ongoing	Ongoing – Corey has been working 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	Send Barbara any budget business for the vision meeting agenda, with additional detail if you can't make it on that date.	Leadership	7/17/20	
4	Visit TD Bank and get statements for Jan-Jun 2020 and send to Mike	Jeff	7/31/20	
5	Coordinate with Jeff re upcoming speakers, esp August speaker	Diana, Barb, Jeff	7/24/20	

Next Meeting

Location	Online				
Date	08/12/2020	Time	TBD	Duration	1.0 Hour
Items for Discussion	[deferred from today's meeting]			Speaker	
					TBA