

ASQ Section 0511 Leadership Committee Meeting Minutes – October 2020

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	October 14, 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*
Vacant – Chair Elect	--	Eric Jensen – Certification	--	Jeff Parnes – Nominating Committee Chair	X*
Mike Coleman – Treasurer	--	Carolyn Miller – Arrangements	X*	Charlotte Wild – Auditing	--
Seema Garg – Placements	--	Cyndi Reichardt – DBA	--	Leslie Braun – Finance Committee Chair	--
Sara McAlpine – Finance Committee	X*	Muzaffar Zaffar – Education	X*	Diana Metzger - Programs	X*
Kyu Jang – Treasurer-elect	--	Bill Eastham – Membership	--		

* By phone

Other Attendees: N/A

Agenda and Minutes

Item	Agenda and items for discussion	Minutes and decisions
1	Announcements / carryover from previous meeting	Nothing new from Component Relations in a while. Sara: One arrived today – registration for joint fall GCC/TCC virtual meeting, Oct 24.
2	Reading of minutes from last meeting – Approval by Board	Not available; see Action Items.
3	Information from Component Relations for Chair to share with the SLC	N/A
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	Present – On-site meetings still on hold for foreseeable future. Do we want to consider proceeding this way? Barb – agreed with virtual meetings, with quarterly in-person meetings. Consensus: Skidoo’s (not ADA compliant), Houlihan’s. On the Border. Catered hotel meeting room. Carolyn: Still want to do one big event? Barb: Someplace outside next summer. Carolyn: A winery, or a park? Jeff: Would be a weekend. Suggested we arrange for a pavilion once available next summer, replacing that month’s meeting. Jeff: May/June or Sept/Oct. Barb: Later better, b/c of COVID uncertainty. Try 2 nd weekend of October 2021. Jeff: Suggests Sat Oct 16 th , 2021, replacing Oct 13 th meeting. Barb: Need to get our swag ideas together for that, since we budgeted ~\$5k for that. Need to decide over next couple of meetings. Possibly Bill has some

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		ideas. Consensus: Bill is ad hoc swag committee chair. Carolyn will check for next month. Turkey Run a possibility. Connie sent link – it's a National Park. Needs a permit for groups. https://www.nps.gov/gwmp/planyourvisit/turkeyrun.htm
6	Audit	Not present.
7	Database	Not present.
8	Education	MZ: Trying to implement some of the issues from the vision meeting over the last few months. Barb: Will need to discuss over the next few meeting.
9	Finance	Nothing to report (per Sara M.)
10	Membership	Not present. Sent membership report (attached).
11	Nominations	Got some volunteering responses to his email messages. Perhaps invite them to the next Board meeting. Barb: Send contact info to them for me and Ken. Chair-elect: Diana considering position; agreed to be chair-elect for 2020, being chair in 2021.
12	Placements	Not present.
13	Programs	Barb: Tonight's speaker changed presentation. Diana: Will log on in 5:40. Jeff: If available, provide updated slides for posting. Diana: Provided slides in email.
14	Re-Certification	Not present.
15	Treasurer	Not present.
16	VOC	No new issues.
17	Web Master	Jeff: Where to post minutes, as current membership can't access archived recordings of minutes through WebEx. Will look and see if he can get into the account.
18	Others (Historian, SIGs, Past Chair, &c.)	--
19	Chair Elect	
20	Roundtable – Go around the table for any last comments	--
21	Secretary – Review decisions and action items from the meeting	Done
22	Chair – closing remarks and Adjourn Meeting	Meeting adjourned at: 6:00

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Issues

Item	Description	Disposition
1	Issue of Quorum	President, Secretary, and Past President present.
2	Investigation of replenishing stock of swag items for 2021	SLC; need to resolve in next few months
3	Investigation of potential venues for outdoor in person meeting for 2021	SLC; need to resolve in next few months

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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October Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Call for notes from September meeting, as Secretary was not present.	SLC	Ongoing	NA
2	Enter 2021 SLC roster into Component Relations SharePoint	Ken	11.1.20	11.1.20
3	Send contact information for volunteer leads to Barbara and Ken	Jeff	11.10.20	NA

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Next Meeting

Location	Online				
Date	09/09/2020	Time	TBD	Duration	1.0 Hour
Items for Discussion [deferred from today's meeting]					Speaker
					TBA