

ASQ Section 0511 Leadership Committee Meeting Minutes – February 2021

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	February 10, 2021	Time	6:00 – 7:00 pm	Duration	1 Hour

Leadership Committee Attendance [X indicates the invited person attended]

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

* By phone

Y = Due to a technical issue, a second telemeeting was held in parallel with the telemeeting conducted by the Secretary. The primary topic addressed by this parallel meeting was a transfer of knowledge from the 2020 Treasurer Mike Coleman to the 2021 Treasurer Kyu Jang (see also Action Items below).

Agenda and Minutes

Item	Agenda and items for discussion	Minutes and decisions
1	Announcements / carryover from previous meeting	A quorum was not present; meeting facilitated by Secretary. Covered outstanding action items from January meeting and earlier.
2	Reading of minutes from last meeting – Approval by Board	Quorum not available.
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; no issues noted.
6	Audit	Not present
7	Database	Not present
8	Education	Not present. Bill checked the scholarship guidelines of ASQ, and was concerned that Muzaffar’s proposed mechanism doesn’t meet the ASQ guidelines. Felt that if sponsored by a ASQ member, shouldn’t have to pay a fee. Carolyn – concur. Bill – need to review and make sure complies with ASQ. Carolyn – the child of an ASQ member requirement is very limiting. Bill – also for

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		adult education in quality or courses for a quality certification. Possible board not eligible to sponsor.
9	Finance	Present; no issues
10	Membership	Present; membership report attached. Currently 590 members, 489 paid. Only lost 10 members net last month – lost more, but gained some brand new ones. Still losing members at a high rate. Been losing 10-12 members per month for the last 10 or so months. Total membership globally, so ~48k is global, not USA. Fragmentation has really hit the professional associations, including associations that specialize in facets that ASQ used to handle as an umbrella.
11	Nominations	Not present
12	Placements	Not present
13	Programs	Position vacant
14	Certification	Present; no issues
15	Treasurer	Not present; sent a report (attached). Also forwarded a message from the Geographic Community Chair re section distributions for 2021 (attached).
16	VOC	Not present
17	Web Master	Present. Sent out four emails of different strata to board to verify aliasing was working.
18	Others (Historian, SIGs, Past Chair, &c.)	--
19	Chair Elect	Position vacant
20	Roundtable – Go around the table for any last comments	<p>Bill discussed the email he sent with the journals suggested as a speaker’s gift (images attached). Indicted that the vinyl one was poor quality. Recommended the reusable (annual inserts) one with leather cover. Logo in white; can get about 125 for \$3000. Hand out at annual meetings, maybe board members too. No longer handing out speaker gifts, could hand out journals as speaker gifts. Discount for ordering >100. Carboard one is not reusable, but could get about 200. Leather one is blue close to ASQ. Has one similar, has held up well for ~7 years of use. Could put one of our pens in the pen holder. Jeff – they are nice, but will they be used? Bill – dependent on the person and role. Some people go to meetings where laptops are not required. Ken – clocks? Bill somewhere between \$25-30 engraved. Carolyn – clocks nice, but desk clutter. Favored the journal. Bill will go back and see about bags. Eric – challenge coins? Some people collect those. Bill – has only used his once, quite popular in some cohorts.</p> <p>Jeff can create a poll of the various speaker options. Bill – can send to membership? Jeff – yes; send examples and ask membership with SurveyMonkey.</p>
21	Secretary – Review decisions and action items from the meeting	Done
22	Chair – closing remarks and Adjourn Meeting	Meeting adjourned at: 7:00 pm

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Issues

Item	Description	Disposition
1	Investigation of replenishing stock of swag items for 2021	SLC; need to resolve in next few months
2	Investigation of potential venues for outdoor in person meeting for 2021	SLC; need to resolve in next few months
3		

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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February 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	Forward membership attendance screenshots to Eric	Ken	2.15.21	2.16.21
3				
4				

January Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Send call for vacant positions for next meeting. Chair-elect, treasurer-elect, programs, and publicity.	Diana	2.3.21	Superseded
2	Set up meeting with Diana, Jeff, and Cyndi for DB management/maintenance.	Diana	2.3.21	On hold
3	Confirm if annual audits are still required now that BillHighway is in effect.	Diana	2.10.21	On hold
4	Forward a BillHighway access POC to Kyu	Mike	2.3.21	2.10.21

Older Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Run attendance report for Seema	Barb	11.30.20	Completed?
2	Send an email clarifying needs for education committee actions per vision meeting	Muzaffar	11.30.20	Completed

Next Meeting

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Location	Online				
Date	3/10/2021	Time	7:00 pm	Duration	1.0 Hour
Items for Discussion [deferred from today's meeting]					Speaker
Member meeting					Plenary meeting and elections