

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	October 13, 2021	Time	6:00 – 7:00 pm	Duration	1 Hour

Section Leadership Committee Attendance

Positions in **BOLD** indicate positions required for Section standing by ASQ Section Requirements
X indicates the person attended (* indicates attendance by phone or electronic media)

Elected Leadership (*two Elected Officers present required for quorum*):

Officer	Position	Present?
Vladimir Nesterovich	Chair	X*
Ken Rapuano	Secretary	X*
Kyu Jang	Treasurer	X*

Appointed Leadership (*an additional 25 percent [three] Appointed Officers present required for quorum*):

Officer	Position	Present?
Charlotte Wild	Audit Chair	--
Mike Coleman	Membership Chair	X*
Barbara McCullough	Nominations Chair	X*
Carolyn Miller	Arrangements Chair	--
Eric Jensen	Certification Chair	X*
Cyndi Reichardt	Database Administrator	X*
Muzaffar Zaffar	Education Chair	X*
Leslie Braun	Finance Chair/Welcome Committee	--
Seema Garg	Placements Chair	--
Connie Broadie	Historian	X*
	Voice of the Customer	
Jeff Parnes	Electronic Media	X*
	Webmaster	
Sara McAlpine	Welcome Chair	--

Other Attendees:

Attendee	Position	Present?
Bill Eastham	Member	X*

Currently Vacant Positions

Section Positions Required by ASQ: None

Section Positions Not Required by ASQ: Chair-elect (elected); Treasurer-elect (elected); Programs Chair (appointed); Compliance Chair (appointed)

Agenda and Minutes

Quorum was present.

1. Meeting Minutes approval
 - a. **SLC - Minutes approved from August (deferred from last month) and September**
2. Product and Services Catalog
 - a. Part of the meeting records
 - b. Status, ownership, actions

3. Program for October:

- a. Product and Services Catalog
 - i. Follow-up on the August ASQ Sections Round Table
 - ii. August Report Completion
 - 1. **Report not completed in time for this month's meeting.**
 - iii. Report Study
 - 1. **Need to evaluate what was learned from August round table.**
 - iv. Catalog Update per Report
 - v. Catalog Review with Board
 - vi. Preparation of the Presentation for the Section Meeting
- b. An Anatomy of a Ranger Outing
 - i. Slides in tonight's Deck
 - ii. Full program to be prepared for a later month (perhaps, December?)
 - 1. **What was learned from ranger outing.**
- c. Round Table
 - i. Would require my work
- d. Mike's RRD and GD&T
 - i. This is 1st for Divisions
 - ii. Need such presentations about other divisions.
 - iii. Slides on this in tonight's Deck

4. Program for November

- a. Jeff's Daughter
 - i. **JP - All non-essential leave has been cancelled for her, so she cannot give it.**
- b. Jeff to prepare the announcement for the Website
- c. Vladimir in November
 - i. Likely, traveling overseas.
 - ii. Currently, Ken lined up to lead [chair] the meeting instead.
 - 1. **BM – Option for November to skip; we've made our required 4 meetings for the year.**

5. Program for December

- a. Only 10 people in attendance in December 2020.
- b. Not productive having a "social" via WebEx.
- c. Alternatives:
 - i. An Anatomy of a Ranger Outing
 - ii. Networking Event (but difficult over WebEx)
 - 1. **JP – Could have an in-person event since the Sept outing was a success. VN – But we are barred from an in-person event if not pre-announced.**

6. Elections

- a. Was Slide on August's deck
- b. Is in the Slide deck today.

- i. Barbara to Present
 - c. Nominations – Barbara
 - i. **BM – Only received a nomination slate from VN; no others received. Can accept a nomination for treasurer-elect at the meeting if a volunteer. VN – vote, or secretary’s power to approve? Was Mike K re-elected for Regional Director? VN – Yes, for 2022-2023 and to ASQ Board of Directors. VN – Previewed the section elections slides for the October.**
 - d. Elections – Barbara
 - i. **BM – Will ask if any additional nominations, and if not, proceed to vote.**
- 7. September – Park Ranger Outing
 - a. Connie’s Briefing at Section Meeting – in the Slide Deck, not to lose momentum.
 - i. **VN – Connie is selecting pictures from the outing. JP – If he could get some pictures, he will post them on our various social feeds.**
 - b. Reimbursements for direct expenses: Carolyn, Connie – Kyu
 - i. **VN – Progress? Kyu – Carolyn reimbursed – was Connie? CM and CB – Both confirmed checks were received.**
- 8. Onsite Meetings
 - a. Slides at the Section Meeting
 - b. Prerequisites – Streaming, Dinner Payments
 - i. **Both need to be in place a month in advance before announcing.**
- 9. Meal (from August 2021)
 - a. Ability to take payment in person (park, restaurant)
 - b. Ability to take payment online
 - i. **JP – Can we allow to prepay, and will he need to make changes to the website like he did with PayPal? VN – Need both payment online and at door. JP – Need a method to make a payment to ASQ from an outside source. Kyu – Have capability through ePly, but need to set up the payment form. In person – need to receive the PayAnywhere device. Per ASQ, devices are on back-order; believes the PA device can also be linked to online payment. VN - preference for a single device, so if PA can do both, would be preferred. If PA is only for at the door but not online, then JP/Kyu would need to work it out. Kyu – We have the ePly tool and can take payment online. VN – What is wrong with PayPal? BM – Is closed. JP – PayPal still thinks it’s associated with our closed Section account. Could still use it, but would need to be reconfigured. Could substitute PA for PayPal. Kyu – We should close down PayPal, then start working with ePly until PA is available. Kyu – ePly linked with our account, and so would PA. JP – Any documentation as to how to set up the PA on our web page? Kyu – Found ePly instructions; will look into that. JP – Would like to have it done by end of the year.**
 - c. Ability to reimburse meals per previous decisions
- 10. Streaming Initiative (from August 2021)
 - a. Streaming – full
 - i. **Has received the goods and has been playing with it; monitor potentially too big and will try and exchange. Gave details of the status and components of the system. Overall package was <\$2000. Wants to**

practice some more. Would like to set up a 'play act' with a speaker and practice audience; could ask at tonight's meeting. VN – Slide 2 is already about that.

b. Streaming - Plan B (WebEx)

VN – Briefly recapitulated the agenda for the 7 pm Section meeting.

CM – There's an idea sheet she created to record people's ideas for presentations/programs.

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. Note – action items relevant to the Product and Services Catalog are also included with the relevant category in the attached Catalog.
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September Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Forward pictures from Mount Vernon outing to Jeff	Connie	11.10.21	Pending
2*	Obtain up to 3 payAnywhere devices for Jeff, Mike, and Vladimir (depending on cost) and implement setup and use (from 8.18.21 Finance Committee meeting)	Kyu	9/8/21	Pending

Older Action Items

Item	Action	Assigned to	Date Due	Date Done
1*	Obtain up to 3 payAnywhere devices for Jeff, Mike, and Vladimir (depending on cost) and implement setup and use (from 8.18.21 Finance Committee meeting)	Kyu	12.31.21	Pending
2*	Check to make sure we have updated email list.	Kyu	12.31.21	Pending
3*	Verify ability to take payments in person using credit card.	Jeff	9.11.21	Pending
4*	Look into means for accepting online payment, including ePly	Kyu	12.31.21	Pending
5	Send FTP site location to Vladimir for uploading meeting recordings	Jeff	7.31.21	Pending
6	Set up meeting with Vladimir, Jeff, and Cyndi for DB management/maintenance.	Vladimir, Jeff, Cyndi	TBD	Pending
7	Verify all chairs are able to access SharePoint and DB	Ken	3.14.21	10.26.21
8*	Formulate and bring RU questions to Michael Kirchner.	Vladimir	10.6.21	Initiated; resolution pending

Member Meeting

Location	Online				
Date	October 13, 2021	Time	7:00 – 8:30 pm	Duration	1.5 Hour
Section business (7:30 pm-8:30 pm), topics summarized below			1) In-Person Meetings Update 2) Outing Round-Up 3) Regional Director Election Update 4) Election of 2022 Officers 5) Welcome Committee Update 6) Program Introduction		
Presentation (7:30-8:30):					Speaker:
RRD and GD&T Division Overview					Mike Coleman

The meeting started at 7:30 instead of 7:00 due to a problem with the WebEx link.

Section Business

Topic 1: In-Person Meetings Update – Vladimir Nesterovich

The Section is developing an online live streaming capability to support future in-person meetings. This will allow remote participation as an option for those who do not attend in person. There are two critical components that are in progress: 1) Fully tested streaming. Jeff is the lead, but the Section needs volunteers to learn the technologies and equipment as a backup. If interested, please contact Barbara McCullough (Nominations) or Jeff Parnes (Streaming Initiative Lead). 2) Ability to take credit card payment at the door. Per polling, 87% of respondents have a high or medium desire for streaming.

Contacts: Barbara McCullough – Nominations21@asq0511.org

Jeff Parnes – Webmaster21@asq0511.org

Topic 2: Outing Round-Up – Connie Broadie

Overall, the outing was a success, based on polling feedback and in-person comments by attendees. The only issue was that some attendees did not have a satisfactory experience with the cafeteria – limited vegetarian options and cold food. Thanks were extended to those who contributed, especially to Arrangements Chair Carolyn Miller who took the lead in arranging the event. We learned a lot in putting this event together and are looking to prepare similar events in the future. Polling shows 2/3 of respondents have a high or medium interest in future non-restaurant events. Ideas and offers of help are welcome - please contact Connie Broadie at VOC21@asq0511.org.

Topic 3: Regional Director Election Update – Barbara McCullough

Michael Kirchner has been re-elected as 2022-2023 Regional Director for the South Atlantic Region and to the ASQ Board.

Topic 4: Elections – Barbara McCullough

Barbara opened the floor to additional nominations, no new nominations were proposed. Barbara presented the slate of the current candidates. Per Mike K – All unopposed, so voting not needed; slate passes by acclamation.

Topic 5: Welcome Committee – Vladimir Nesterovich

Description of committee activities.

Topic 6: Program – Vladimir Nesterovich

Introduced Mike Coleman and his presentation. There are 26 Divisions within ASQ, and hopefully others will volunteer to talk about their Divisions.

[Presentation]

Note: Due to the technical difficulties encountered at the beginning of the meeting, the 54-minute video presentation was deferred to the November meeting. Instead, Mike Coleman gave an overview of the Reliability Engineering field and what a CRE does professionally using his prepared introductory and summary slides.

Next member Meeting:

Location	Online				
Date	November 10, 2021	Time	7:00 PM	Duration	1:30
Presentation:					Speaker:
RRD and GD&T Division Overview					Mike Coleman

Attachments:

- Attachment 1a: Balance Sheet September 2021
(<http://www.asq0511.org/Treasurer/202109BillHighwayBalanceSheet.pdf>)
- Attachment 1b: Transaction Summary September 2021
(<http://www.asq0511.org/Treasurer/202109BillHighwayReport.pdf>)
- Attachment 2: ASQ Section 0511 SLC Roster CY 2022
(http://www.asq0511.org/Minutes/minutes202110_Att2_ASQSection0511SLCRosterCY2022.pdf)