Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	January 12, 2022	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	**Vice Chair**	X*
Connie Broadie	**Secretary**	X*
Kyu Jang	**Treasurer**	--

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	X*
Eric Jensen	Certification Chair	X*
Cyndi Reichardt	Database Administrator	X*
Muzaffar Zaffar	Education Chair	X*
Leslie Braun	Finance Chair/Welcome Committee	X*
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?
	NA	--
	NA	--

Currently Vacant Positions

Section Positions Required by ASQ: None
Section Positions Not Required by ASQ: Treasurer-elect (elected); Programs Chair (appointed); Compliance Chair (appointed), Certification Chair (appointed)

Agenda and Minutes

Quorum was present.

Ken and Vladimir discussed the rules for quorum which led to the need to review of our Section Operating Manual. It was last updated 10 years ago. This will be assigned to Vladimir and Ken, and others will be engaged as necessary.

ASQ Section 0511 Leadership Committee Meeting Minutes – January 2022

1. Meeting Minutes approval

   SLC – Minutes approved from December with one correction made to add a check by Leslie Braun for being in attendance. Motion was made to approve minutes by Barbara McCullough. No objections. Vladimir stated minutes were approved.

2. Elections – **new** officers for 2022
   a. **Ken – Vice Chair**
   b. **Connie – Secretary**

3. Transition
   a. **Ken is on hand to take minutes if Connie is not available.**
   b. **No transition for Ken into role of Vice Chair because there was no prior Vice Chair to assume role from.**

4. Positions

   Two positions of focus were considered last year: Vice Chair and Programs Chair.

   Programs Chair was not really needed at the time with the testing of new formats.

   Vladimir clarified the difference in using the term Chair Elect vs. Vice Chair or Elect vs. Vice.

   Vladimir suggested adding some Vice Chairs to assist in some roles: ex. Membership.

   Our procedure does not tie us to a calendar year. We step up or down when we choose. We will appoint as needed. Elections are done annually and ASQ registers/records officers by calendar year, but that doesn't necessarily mean we have to be organized that way.

   Eric Jensen informed us he is stepping down as Certification Chair.

5. Emails

   Vladimir collected the inputs/updates to names, emails and phone numbers (optional) used for communication, forwarded to from 22@asq0511.org.

   Vladimir consolidated the list and will provide to Jeff so that the new emails can be created, and our website updated.

   The administrative changes are required to update the ASQ website as well.

   Vladimir said additional emails may be created and shared with Jeff in the future once they have been discussed with those who choose to be in the new roles.

6. Program for January

   In the Post-Poll for December's Professional Night: Path to Quality, most voted that we give floor in January to those that didn't get floor in December.

   Since Vladimir needs to do the Chair Report anyway, and didn't want to take the entire hour, we will follow with those in attendance in December that didn't get the floor.

   If today not everybody still gets the floor, we will continue to give the floor next time, and next time, until everyone gets their fair chance to address the assembly.

   We will start with the list from December that didn't get the floor because they have already seen examples of the format. We will start with Jeff Parnes since he was last selected in December but we ran out of time. We will continue using the random generator after that. Connie will project the questions and both Connie and Ken will alternate at introductions.

7. Program for Next Months:
   a. The Mount Vernon

      'An Anatomy of a Ranger Outing' will be presented February 9th.

8. Ability to take payment.
    a. Ability to take payment in person (park, restaurant)
    b. Ability to take payment online
    c. Ability to reimburse meals per previous decisions

    Vladimir said he still needs to read the instructions on setting up the payment device. Jeff and Vladimir need to compile questions and go to Kyu and discuss how the whole process works. Mike Coleman has the third device.

9. Streaming Initiative (from August 2021)
    a. Streaming - full
    b. Streaming - Plan B (WebEx)

    Jeff confirmed that no one has yet volunteered to help him with the equipment. Vladimir will raise it again tonight. It is interesting that everyone wants streaming, but nobody wants to help with streaming.

10. Headset – reimbursements
    a. Main speaker
    b. Sara

    Vladimir was approved for reimbursement for the headsets previously purchased for those that have presented during COVID restrictions. He has not yet supplied anything for reimbursement. He still needs to order a headset for Sara.

Vladimir asked if there were any other reimbursement needs. Mike Coleman said he has a receipt for $10.50 for the payment device that he needs reimbursement for. His reimbursement was sent to Bill Highway rather than him. Vladimir wants to understand the process. It seems it was easier last year.

Vladimir, Ken and Connie need some preparation time for the 7pm program and Vladimir asked if there was anything else left to discuss.

Carolyn asked to verify the link for the 7PM program. It was confirmed that the link in the announcement and email were correct.

Ken requested that someone volunteer to capture online attendance since Connie will be presenting and moderating. Cyndi Reichardt volunteered to capture the attendance tonight as a backup to the Webex System.

Mike Coleman said there were no instructions with his payment device. Jeff said you plug it in and follow the online instructions. They may need to meet to make sure they have the information needed to complete the online setup.

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.

January Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Review Section Operations Manual that has not been updated in 10 years. Engage others as necessary.	Vladimir Ken	TBD	**Pending**

ASQ Section 0511 Leadership Committee Meeting Minutes – January 2022

December Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Check with Fairfax County to verify local in-person meeting requirements 10 days before meeting	Ken	2.23.2022*	**Pending**
2	Follow the online setup instructions for PayAnywhere device.	Kyu Vladimir Mike Jeff	Before payment team meeting (Item 4)	**Pending Pending Pending Complete**
3	Complete research into whether PayAnywhere device can be used for online payment (fallback would be ePly or PayPal).	Kyu Vladimir Mike Jeff	Before payment team meeting (Item 4)	**Pending**
4	Set up and conduct meeting for Payment Team to familiarize with PayAnywhere device	Kyu Vladimir Mike Jeff	2.23.2022*	**Pending**
5	Dry run of virtual streaming setup	Jeff	2.23.2022*	**Pending**
6	Meeting to better define welcome committee and set expectations	Leslie Sara	2.28.2022	**Pending**

* Assumes first in-person meeting for 2022 will be in March.

November Action Items

Item	Action	Assigned to	Date Due	Date Done
1*	Questions for ASQ HQ: 1. Status of PayAnywhere device shipments 2. Status of reimbursement for returning old payment devices. 3. Are there any ePly electronic forms available to use as templates for registering and accepting payment online?	Kyu	12.31.21	**12.8.31 (resolution pending for Question 3)**

* Action item from Products and Services Catalog review

Older Action Items

Item	Action	Assigned to	Date Due	Date Done
2	Send FTP site location to Vladimir for uploading meeting recordings	Jeff	7.31.21	**Pending**
3	Set up meeting with Vladimir, Jeff, and Cyndi for DB management/maintenance.	Vladimir, Jeff, Cyndi	TBD	**Pending**
4*	Formulate and bring RU questions to Michael Kirchner.	Vladimir	10.6.21	**Initiated; resolution pending**

* Action item from Products and Services Catalog review

Member Meeting

Location	Online				
Date	January 12, 2022	**Time**	7:00 – 8:30 pm	**Duration**	1.5 Hour
Section business (7:00 pm-7:30 pm), topics summarized to the right.		**1) Recent Poll Results** **- October-November 2021 Section Program** **- December 2021 Section Program**			
Presentation (7:30-8:30):				**Speaker:**	
Section Chair's Report				**Vladimir Nesterovich**	
Professional Night: Path to Quality (continued from December 2021)				**Ken/Connie to moderate**	

Section Business

Topic 1: October-November 2021 Program

Mike Coleman, Reliability Engineer, ASQ Section 0511 Membership Chair, ASQ Section 0511 Past Treasurer (2020).
- Conducted a 2-part event in October and November 2021 on the topic of RRD and GD&T.
  Part 1 in October 2021,
    o Mike introduced us to his profession of Reliability Engineer,
    o Told us about the ASQ Reliability and Risk Division (RRD),
    o Highlighted the role of GD&T in reliability, and
    o Shared his experience of getting a CRE certification and accessing sources of information.
  Part 2 in November 2021,
    o Mike reminded us of key points,
    o We then watched a presentation by Tony Bryce, and
    o Mike summarized what we learned and answered questions.
- We conducted a survey on how Mike's presentation went.
    o Mike's efforts earned very positive poll results. CONGRATULATIONS!
- Example Feedback:
    o "This was a new event format for our section -- two parts, video presentation with commentary and Q&A, etc.
        ▪ I think this provides a good model for future presentations."
    o "I'm in the Energy and Environmental Division; I could research and present about that division in the future."
    o "I liked that this presentation was more technical than is typical in the presentations.
        ▪ It will probably be best if the presentation schedule alternates between the more technical and less technical presentations."
    o "A good overview - the first session being all Mike was a bit of a silver lining.
        ▪ It helped to connect to the concepts in the video and also made the video feel less 'canned'."
    o "I think that a division overview, with examples from a practitioner in BOK covered by that division is a good way to present a larger picture of what ASQ and quality professionals are about.
        ▪ A lot of us have our own 'ponds'
        ▪ and I think that using our programs to describe what quality professionals do in a variety of contexts is a valuable resource."

Topic 2: December 2021 Section Program

- Social Night on WebEx?
    o Every December in the past, the Section conducted a "Social Night" or "Holiday Party".
        ▪ However, RUs were not awarded for attendance.
        ▪ Furthermore, only 12 people attended it in 2020 in the WebEx-only format.
    o Previous feedback:

- ▪ The August 2021 "ASQ Sections" Round Table emphasized the importance of getting each other introduced.
  - ▪ A number of people at the June 2021 "ASQ Certifications" Round Table noted they were short on RUs.
- Professional Night: Path to Quality
  - o In December 2021, we conducted our first "Professional Night: Path to Quality" instead.
    - ▪ This discussion was about YOUR path to quality.
  - o "Path to Quality" is one of our new initiatives:
    - ▪ Emphasis on getting to know each other professionally.
  - o There was no "featured speaker" at the December event.
    - ▪ Therefore, participating in the introductions was the condition for the 0.5 attendance RU.
  - o 12 people were introduced before we ran out of time.
    - ▪ 3 moderators alternated leading the introductions
- Survey Results
  - o We conducted a survey on how our first Professional Night went.
    - ▪ The response was overwhelmingly positive!
  - o 77% of meeting participants voted to continue
    - ▪ in January 2022
    - ▪ to give floor to those who did not get floor in December 2021.
    - ▪ No one (!) voted against the idea of introductions at the Professional Night: Path to Quality events.
  - o Therefore, we have replaced the scheduled January 2022 program with the continuation of the Professional Night.
    - ▪ This is after the Section Chair's Report.
- Key Survey Statistics
  - o Key results include
    - ▪ for those December 2021 Participants who responded to the survey:

92%	Approved replacing the Social Night with Professional Night.
92%	Approved using Professional Night as an RU opportunity (as opposed to Social Night that gives no RUs).
85%	Believed it was fair to expect people who came to the meeting to speak up as part of an RU-generating event.
85%	Believed that about 5 minutes per person was a fair amount of time for a structured introduction.
Everyone (!)	Voted that the Moderators played a helpful role.
Everyone (!)	Voted that they were interested in hearing other people introduce themselves.
And everyone (!)	Voted that they would reciprocate by introducing themselves to others.

- Example Feedback
  - o "Outstanding. I was able to learn what other personnel do in quality."
  - o "Outstanding idea – members can contact one another if interested in their expertise."
  - o "Excellent approach to obtain further understanding of the quality profession."
  - o "People's experience is always richer than we know. The introductions were fascinating to listen to, and I would gladly listen more to them."
  - o "Nice work with the survey!"
    - ▪ Note: As the Chair for Voice of the Customer, I really appreciate this one!
- Example Recommendations

- o "A few people may have gone beyond their 5 minutes, which reduced the time allotted to others. Probably should assign a timekeeper to foster staying on track with the timetable."
  - ▪ Note: Moderators are charged with keeping the clock and assuring that the time is spent fairly and no one's slot is unfairly reduced.
- o "Format is good. Preparation at the start to adjust to attendance count could be improved."
  - ▪ Note: We do not want to shorten the introductions. Instead, we have decided to continue in January (and later if needed) in order to assure everyone got a fair chance to speak.
- o "I actually joined late – I was a bit nervous I may be randomly called! It would've been helpful to know the format ahead of time."
  - ▪ Note: The format is published in the meeting announcement on the web site and also explained before the introductions begin.

[Program]

Vladimir Nesterovich, ASQ Section 0511 Chair, presented **"Year in Perspective: Section Chair's Report"**. This report went a little over an hour and left us with 25 minutes for the continuation of Professional Night: Path to Quality. We were able to have 4 more members speak. We will continue to allow for members to take the floor as time allows at future program events.

Next member Meeting:

Location	Online				
Date	February 9, 2022	**Time**	7:00 PM	**Duration**	1:30
Presentation:				**Speakers:**	
An Anatomy of a Ranger Outing: Mount Vernon and the Team Effort				Connie Broadie; Vladimir Nesterovich; Caroline Miller; Sara McAlpine; Leslie Braun; Ken Rapuano; Jeff Parnes; Mike Coleman	