

**Meeting Agenda and Minutes**

<b>For</b>	ASQ Section 0511 Section Leadership Committee Meeting				
<b>Location</b>	Remote Conference				
<b>Date</b>	May 11, 2022	<b>Time</b>	6:00 – 7:00 pm	<b>Duration</b>	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*):

<b>Officer</b>	<b>Position</b>	<b>Present?</b>
Vladimir Nesterovich	<b>Chair</b>	X*
Ken Rapuano	<b>Vice Chair</b>	X*
Connie Broadie	<b>Secretary</b>	X*
Ken Rapuano	<b>Treasurer</b>	X*

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

<b>Officer</b>	<b>Position</b>	<b>Present?</b>
Charlotte Wild	<b>Audit Chair</b>	--
Mike Coleman	<b>Membership Chair</b>	--
Barbara McCullough	<b>Nominations Chair</b>	X*
Carolyn Miller	Arrangements Chair	X*
Vacant	Certification Chair	--
Cyndi Reichardt	Database Administrator	X*
Muzaffar Zaffar	Education Chair	--
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:

<b>Attendee</b>	<b>Position</b>	<b>Present?</b>
Michael Kirchner	Regional Director	X*
	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.

## 1. Meeting Minutes approval

SLC – Minutes were approved from April. No corrections needed. No objections made to approving. Carolyn Miller made a motion to approve, Cyndi Reichardt seconded the motion.

<DD MMM YYYY>Meeting Date: May 11, 2022

## ASQ Section 0511 Leadership Committee Meeting Minutes – May 2022

2. Bill Eastham's Concerns
  - a. Section's Compliance Review
    - i. As the Section's Compliance Officer, Ken took floor and gave an overview of the email from Bill Eastman providing several objections with the announcement sent out for the May 2022 Ranger Outing at Paradise Winery. Ken then listed the various things we did as a response to Bill's concerns.
      1. As the Section's Compliance Officer, Ken conducted the review of all available ASQ policies and procedures to ensure we were not out of compliance. On Wednesday 5/4/22, Ken reviewed his findings with the affected officers (Chair: Vladimir, Secretary: Connie, Ranger Outings Lead: Carolyn). Afterwards, we reviewed those objections and the results of our compliance review with Regional Director, Michael Kirchner for ASQ policies or precedents. After review of policies, budget/business plan, and review of the event, everything was appropriate.
  - b. Regional Director Review
    - i. Michael Kirchner shared his thoughts on the review of everything presented; Bill's concerns, the event details, the policies reviewed, our availability of funds, etc.
      1. Bill will be getting a reply from GCC chair, Nancy Noami. There is no violation of policy that we can see. There is no specific policy regarding the purchase of alcohol with ASQ funds (even within reason- i.e., tastings or moderate ticket options).
      2. ASQ may look at implementation of a policy after further review if they find it necessary.
      3. As far as the Section is concerned, Michael noted that this matter was closed, unless it is later found after further review that there is an issue to be addressed.
      4. Should we be asked to weigh in again, answers should only come from Ken, Compliance Officer. If Bill asks for more than what has already been requested, we should direct him to Nancy Noami (GCC chair).
  - c. Vladimir summarized and asked if there were any questions.
    - i. Jeff said we have had these events before and was not aware of any policies or guidance and had not received any complaints or issues with prior events.
3. Data Privacy Training - Ken's report
  - a. Everyone on the call has completed the training. Those who have not completed the training will not have access to SharePoint. Everyone in an elected position has complied. There are 3 listed who have not complied. Michael Kirchner sent those names to Ken Rapuano.
4. Preparation for the 5/15/22 Ranger Outing
  - a. Done so far
    - i. Carolyn Miller took the floor to discuss what had been done.
  - b. Remains to be done
    - i. Connie and Cyndi offered to bring coolers to hold the Panera lunches and drinks while we are on the tour.
5. Subsequent Programs
  - a. June 2022 – Likely a Division Topic. Vladimir has several ideas but has not had time to work them.
  - b. July 2022 – Ranger Outing (indoors)
  - c. August 2022 – TBD
6. Backlogs
  - a. Defining the work
  - b. Assigning the work

ASQ Section 0511 Leadership Committee Meeting Minutes – May 2022

7. Vision Meeting – Backlogs, Staffing Strategy
  - a. Staffing Strategy
8. Streaming Initiative (from August 2021)
  - a. Training on the new equipment
    - i. Jeff to send out a Doodle to Board to test equipment at his home.
      1. Muzaffar
      2. Vladimir
      3. Connie action item look to last meeting to see who else volunteered for this.
  - b. Options
    - i. Streaming – from onsite location.
    - ii. Streaming –WebEx only.
9. Vladimir adjourned meeting at 7:19, Cyndi Seconded it.

**Action Items** (Carryover from prior SLC Meeting. These were not discussed on 5/11/22)

<b>Location:</b>	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.
------------------	---

May 2022 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Research who volunteered during last meeting to assist Jeff with Streaming equipment.	Connie Broadie	6.11.22	

April 2022 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Send out another email reminder for Section Leaders to complete the Privacy Training. This would include original email request from Component Relations.	Ken Rapuano	4.15.2022	
2	Provide the presentation on the Product Catalog and reopen survey for Member Leaders who haven't seen the survey so that they have the information needed to discuss at the Vision Meeting.	Connie Broadie	4.29.2022	

March 2022 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Jeff to send out Doodle dates to meet on Streaming	Jeff Parnes	4.15.2022	

January 2022 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	<b>Pending</b>

December 2021 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	Based on next onsite mtg.	<b>Pending</b>
2	Follow the online setup instructions for PayAnywhere device.	Vladimir Mike Jeff	Before payment team meeting (Item 4)	<b>Pending</b> <b>Pending</b> <b>Complete</b>

ASQ Section 0511 Leadership Committee Meeting Minutes – May 2022

Item	Action	Assigned to	Date Due	Date Done
3	Complete research into whether PayAnywhere device can be used for online payment (fallback would be ePly or PayPal).	Vladimir Mike Jeff	Before payment team meeting (Item 4)	<b>Pending</b>
4	Set up and conduct meeting for Payment Team to familiarize with PayAnywhere device	Vladimir Mike Jeff	2.23.2022*	<b>Pending</b>
5	Dry run of virtual streaming setup	Jeff	2.23.2022*	<b>Pending</b>
6	Meeting to better define welcome committee and set expectations	Leslie Sara	2.28.2022	<b>Pending</b>

\* 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: <ol style="list-style-type: none"> <li>1. Status of PayAnywhere device shipments</li> <li>2. Status of reimbursement for returning old payment devices.</li> <li>3. Are there any ePly electronic forms available to use as templates for registering and accepting payment online?</li> </ol>	Jeff	12.31.21	<b>12.8.31 (resolution pending for Question 3)</b>

\* 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	<b>Pending</b>
3	Set up meeting with Vladimir, Jeff, and Cyndi for DB management/maintenance.	Vladimir, Jeff, Cyndi	TBD	<b>Pending</b>
4*	Formulate and bring RU questions to Michael Kirchner.	Vladimir	10.6.21	<b>Initiated; resolution pending</b>

\* Action item from Products and Services Catalog review

Member Meeting

<b>Location</b>	13219 Yates Ford Road, Clifton, VA 20124				
<b>Date</b>	May 15, 2022	<b>Time</b>	12:00 – 1:30pm	<b>Duration</b>	1.5 Hour
<b>No Section Business Discussed</b>					
<b>Tour (12:00-1:30pm):</b>				<b>Speakers:</b>	
Paradise Springs Winery: Ranger Outing Event; lunch/networking onsite after tour.				Winery Tour Guide	

Next Member Meeting:

<b>Location</b>	Online				
<b>Date</b>	June 8, 2022	<b>Time</b>	7:00 PM	<b>Duration</b>	1.5 Hours
<b>Presentation:</b>				<b>Moderator:</b>	
Quality Matters Round Table: Test				Muzaffar Zaffar	