

Meeting Agenda and Minutes

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|-----------------|---|-------------|----------------|-----------------|--------|
| For | ASQ Section 0511 Section Leadership Committee Meeting | | | | |
| Location | Remote Conference | | | | |
| Date | July 13, 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* |
| Jeff Parnes | 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 | -- |
| Barbara McCullough | Nominations Chair | -- |
| Carolyn Miller | Arrangements Chair | X* |
| Vacant | Certification Chair | -- |
| Cyndi Reichardt | Database Administrator | X* |
| Muzaffar Zaffar | Education Chair | -- |
| Leslie Braun | Finance Chair/Welcome Committee | -- |
| Seema Garg | Placements Chair | -- |
| Connie Broadie | Historian | X* |
| | Voice of the Customer | |
| Jeff Parnes | Electronic Media | -- |
| | Webmaster | |
| Sara McAlpine | Welcome Chair | X* |

Other Attendees:

| Attendee | Position | Present? |
|-----------------|-----------------|-----------------|
| | | -- |

Current Vacant Positions

Section Positions Required by ASQ: None

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

Agenda and Minutes

Ken confirmed we have Quorum. Since we have elected officers who also fill appointed positions, Ken will investigate the rules of quorum as to whether we can count that person twice for quorum. It wasn't a concern this time, but it could be in the future.

1. Minutes approval. June Minutes were not finalized as of this date. They will be approved at the next board meeting.
2. Preparation of the 7/16/22 RO. Vladimir gave the floor to those who actively participated in preparing it:

ASQ Section 0511 Leadership Committee Meeting Minutes – July 2022

- Carolyn - Ranger Outings (RO) Lead
 - i. She gave us final count of 16 for Saturday's event.
 - ii. She confirmed lunch choices with their corresponding names were passed on to venue. The venue will make sure we get the lunch we ordered.
 - iii. She expects to be onsite by 11:00am to take care of the bill, check our location options for lunch (we are not guaranteed a particular spot, either in cafeteria or outside patio), and gather any other information we may need prior to the start of the tour. She will be staying nearby so the Caverns will be a short drive over for her.
 - iv. She will be wearing a blue ASQ sash to identify herself.
 - v. We discussed options to share information with attendees prior to arrival if Carolyn had any issues with finding or getting to the main entrance. The registrants provided a phone number during registration. Carolyn will have that information to use if she finds a need to share any pertinent information prior to the arrival time. She doesn't anticipate a problem.
 - vi. She provided us with the cost per person; \$21 tour, \$12 lunch, and gratuity.
 - vii. She reminded us to dress in layers. We discussed weather and temperatures inside and out. The Caverns will have about a 30 degree drop in temperature as compared to outside. Connie said she would send out a reminder to those who are registered to bring layers.
 - viii. She will call the venue on Friday just to confirm everything one last time.
 - ix. She reminded us of the optional activities; the Parade Float Museum is included with our tour ticket; Mine Sluicing is an outdoor activity, and it is at an extra cost. You have to purchase a bag of dirt to mine the gems from.
- Ken - Compliance Officer (any compliance issues relevant to this RO)
 - i. He discussed how he handled the attendance roster/sign-in sheet at the last RO. Vladimir requested Ken prepare and send it to Carolyn in time to print prior to her leaving from NJ. Ken confirmed he would. We discussed whether the sign-in sheet should also contain the person's lunch choice. Carolyn and Connie both shared with Ken what they had for templates and registrant information. All registrants ordered lunch. We decided to keep sign-in sheet separate from the Registration sheet and track lunches through the registration sheet. Carolyn will have both with her. Vladimir wants to see the final sign-in roster within 24 hours before sending to Carolyn to print.
 - ii. He stated as per the Shenandoah Caverns website / local guidance, there was no requirement to wear a mask, however, we could remind people that we may be in close quarters, so if they would be more comfortable, they should bring or wear a mask. Vladimir reminded us that the announcement said there was no requirement to wear a mask. Some may wear them, some may not.
 - iii. He added that the ROs are quality events because we make them quality events. It's the outlook and perspective we bring and what we want to learn both as a professional and from our personal curiosity. Vladimir added that the ROs are "Ranger" Outings. They will always have a guide / speaker that is presenting the information and answering questions. It is a show and tell event, not a look and see.
- Connie - Voice of the Customer / Registrant coordination
 - i. She shared information regarding the carpooling status. Shannon Uplinger didn't plan to get or give a ride, but then had an issue with her car after she registered and reached out to see if she could get a ride. Connie matched her up with Arnold Pachtman who stated in the registration that he could provide a ride for one if they were in his area. Connie shared those that would accept a ride if someone nearby was offering, along with those who offered to give a ride. Vladimir mentioned getting a ride from Matthew Hoel and Connie will check with Bola to see if her and her guest will need a ride, which Connie could accommodate. We discussed the choice of the optional activities after lunch when coordinating the carpooling. Vladimir and Connie will finalize coordination offline to keep meeting moving.
 - ii. Vladimir mentioned that there was no pre-poll because we had already had previous RO pre-polls where members could voice their opinions on ROs. Those who attend ROs have and will be provided a RO post-poll.

ASQ Section 0511 Leadership Committee Meeting Minutes – July 2022

- Cyndi Reichardt requested to speak and tell us she was very impressed with the announcements that went out. They were very detailed and informative. She mentioned that she unfortunately would not be able to go because she is having work done at her house that couldn't be scheduled at any other time. She again complimented us on the well written announcement – high standards. Thank you.
 - Sara - Welcome Chair / invitations
 - i. After hearing everything previously discussed, she had nothing to add.
 - ii. She second's Cyndi on all the information that has been shared has been wonderful and really detailed. She admires all the detail that goes into the planning.
 - iii. She reached out to the seven new members. She had some nice conversations. Inderjit Arora, CEO & President of Quality Management International Inc. may be a good future speaker. She also spoke with his assistant who requested to be added to the mailing list so that she could make sure the announcements were on his calendar. Sara will provide the assistant's email to Jeff to add to the MailChimp list.
 - iv. Vladimir mentioned that he had discussed with Ken (Vice Chair) the need to strengthen our Welcome Committee, providing help to Sara. We have people needing RUs that we could ask to assist with needed tasks. We need people recruiting people to attend the events we put so much time and effort into, e.g., ROs, Round Tables, Division Presentations or anything else. We have less and less of a problem with putting together a program and more and more of a problem making sure people show up.
 - v. Carolyn brought it up and Vladimir further discussed the earning of RUs, the Product Catalog, and moving away from filling unneeded positions that don't have work that needs to be done. People would have the opportunity to earn RUs without having to commit to a position or attending SLC meetings, etc.
 - vi. Sara added that Leslie has also been very helpful in making calls to the new members. If Vladimir wants to expand that to be a recruitment effort, she agrees, additional help will be needed, along with some really 'out of the box' ways to do that.
 - vii. With this RO, there were so many emails sent out and they were so detailed, they would have been very effective in recruiting anybody that was going to drive that distance out there.
 - Jeff - Announcements / Treasury
 - i. Jeff was not in attendance. Vladimir outlined the process as it relates to this RO. We have RO expenses. Vladimir and Carolyn already know the paradigm. She prepares the receipts, pictures and PDF files and submits them to the Treasurer, Jeff, who enters them into the system (Bill Highway). Vladimir receives an email notification, then reviews and approves them. Carolyn then gets her reimbursement. Vladimir confirmed that Carolyn could afford to wait until after the RO to get reimbursement. She was OK with that.
 - ii. Vladimir stated we currently don't have a lot of expenses and money in our account. Our monthly allotment from ASQ HQ offsets our quarterly ROs. The cost of the ROs is reasonable.
3. Time permitting, chairs of committees (including but not limited to those listed above) will get the floor to speak on matters of their committees per their choosing not related to the 7/16/22 RO.
- Carolyn - Ranger Outings (RO) Lead
 - i. She reminded people that she previously provided us with a link to a Google Doc where people could add their recommendations on future ROs. Ken mentioned it was very thorough. Cyndi mentioned that she did not have access. Carolyn confirmed her email and that she now had access. Vladimir requested that Carolyn resend the link as well.
 - ii. She discussed September dates that she had available for the next RO. Vladimir stated that we could move it to October if we needed. Ken reminded us that we have a hard date of November 1st to register our 2023 Officers and would need to vote prior to. Vladimir and Ken discussed options for accomplishing that outside of an October RO date, if need be.

ASQ Section 0511 Leadership Committee Meeting Minutes – July 2022

Carolyn said the date would be between September 24th and October 15th. GW Masonic Monument on King Street in Alexandria, VA is an option for this RO. This would be both an indoor and outdoor architectural tour. She is waiting for a call back from GW Masonic Monument for additional information and availability. September is supposed to be an outdoor venue, but she didn't have a lot to pick from that was strictly outdoors. Vladimir thought that this would be a good option considering the weather during that time of year. He also confirmed that we could work things out if the date ended up in October. Vladimir asked if anyone had any objections to pushing the RO to a weekend in October. There were no objections.

- Sara - Welcome Chair / invitations
 - i. She announced she is retiring August 5th. She wants to stay involved as the Welcome Committee Chair but doesn't know the rules for retired members. Her certification has also expired. She doesn't have any reason to continue to maintain that in retirement. She needs to renew her membership but not sure what options she has as a retired person. Ken responded that she didn't have to maintain a certification but needed to be a paid member in good standing. Vladimir asked that Ken investigate this as the Compliance Officer as to what the rules are for a retiree so that it doesn't appear as though Sara is not in good standing. Sara offered to check with ASQ. Vladimir asked that Ken still do it so we know as a Section what the rule is.

Action Items (Carryover from prior SLC Meeting. These were not discussed on 7/13/22)

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|------------------|---|
| 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. |
|------------------|---|

July 2022 Action Items

| Item | Action | Assigned to | Date Due | Date Done |
|------|---|-------------|----------|-----------|
| 1 | Find out rules on the required standing/status of a retired member to hold a position on the board. | Ken Rapuano | 8.10.22 | |
| 2 | Find out rules on quorum for meetings / voting. Since we have elected officers who also fill appointed positions, can count a person twice for quorum. It wasn't a concern this time, but it could be in the future | Ken Rapuano | 8.10.22 | |

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. All members but one have completed their training. | Ken Rapuano | 4.15.2022 | 6.13.2022 |
| 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

ASQ Section 0511 Leadership Committee Meeting Minutes – July 2022

| 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 |

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. | Pending |
| 2 | Follow the online setup instructions for PayAnywhere device. | 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). | Vladimir Mike Jeff | Before payment team meeting (Item 4) | Pending |
| 4 | Set up and conduct meeting for Payment Team to familiarize with PayAnywhere device | 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: <ol style="list-style-type: none"> 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? | Jeff | 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

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|----------------------|---|-------------|------------------|-------------------|------------------|
| Location | Shenandoah Caverns, 261 Caverns Road, Quicksburg, VA, 22847 | | | | |
| Date | July 16, 2022 | Time | 11:30am – 1:30pm | Duration | 2 Hours |
| Presentation: | Guided Tour of Shenandoah Caverns, Networking Lunch | | | Moderator: | Site Guided Tour |

ASQ Section 0511 Leadership Committee Meeting Minutes – July 2022

Next Member Meeting:

| | | | | | |
|---|-----------------|-------------|----------------|-----------------|-----------------|
| Location | WebEx | | | | |
| Date | August 10, 2022 | Time | 7:00 – 8:30 pm | Duration | 1.5 Hour |
| Member Meeting | | | | | Speaker: |
| Community Matters: Connections by Divisions | | | | | Ken Rapuano |