

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Conference				
Date	October 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*
Jeff Parnes	Treasurer	--
Muzaffar Zaffar	Vice 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	--
Barbara McCullough	Nominations Chair	X*
Carolyn Miller	Arrangements Chair	X*
Muzaffar Zaffar	Recertification Chair	X*
Cyndi Reichardt	Database Administrator	--
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	--
	Webmaster	
Sara McAlpine	Welcome Chair	--

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

After some discussion on the requirements and our count, Ken confirmed we have Quorum; two elected and three appointed. Ken and Vladimir will continue the discuss Quorum requirements later, as to not take up the time allotted for the agenda.

ASQ Section Board

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Agenda

1. Meeting Minutes approval
 - a. The September 2022 Minutes were sent out for review. There were some minor grammar changes suggested and made to the minutes. Vladimir moved to approve, there were no objections. Minutes were approved.
2. Elections
 - a. October is the designated month for elections; however, we are missing the Nominating Chair at this time. Vladimir tasked the Nominating Chair and the Vice Chair to come up with an election plan.
 - b. **Ken Rapuano** spoke on current actions.
 - i. The slate of 2023 Section Elected Officers put forward by the Nominating Committee was uncontested.
 - ii. The Nominating Chair's Report identifies Ken Rapuano as the Chair, Vladimir Nesterovich as Vice Chair, Connie Broadie as Secretary and Muzaffar Zaffar as Treasurer.
 - iii. Ken Rapuano requested that the slate be recorded in the minutes as being elected unopposed in accordance with the Section Maintenance Policy. The board members in attendance were in agreement.
 - iv. An uncontested slate election needs to be validated by the Regional Chair, Michael Kirchner. We need to send him an email identifying the officers for next year, letting him know that the Nominating Committee's slate was unopposed and elected by acclamation at the October SLC meeting.
 - v. Ken Rapuano requested that an announcement be prepared and sent to Jeff to post on the Section website.
 - vi. Ken Rapuano stated that this should conclude elections.
 - vii. Ken was hoping more people would be at this meeting to verify the Appointed SLC's willingness to serve next year. We have until 10/31/22 to have those confirmed and entered on the Roster at ASQ.org.
3. Anniversary
 - a. Date the Section was Founded – September 11, 1983
 - b. Jeff – one of the Co-Chairs, provided another one volunteers, too. Ken Rapuano volunteered to be Co-Chair with Jeff on the Anniversary Planning Committee.
 - i. Vladimir requested that Ken meet with Jeff and come up with a plan and budget.
4. Recertification Chair
 - a. Muzaffar Zaffar, effective 9/9/22
 - b. Main responsibility – people who need RUs vs. the needs for volunteer work.
 - c. Vladimir – to coach and prepare materials for Muzaffar.
5. Vice Treasurer
 - a. Muzaffar Zaffar, effective 9/9/22
 - b. Started using the BillHighway system, successfully
 - c. Started learning ePly system –
 - i. Connie is currently the only person that knows this system
 - ii. Muzaffar will be a backup
 - d. PayAnywhere – not implemented
6. Results of the July 2022 RO
 - a. Muzaffar issued a reimbursement for Carolyn
 - b. Carolyn confirmed she received payments that had been pending
7. Program – Sat 10/15/22 – Carolyn
 - a. Ranger Outing – GW Memorial
 - b. Arrangements: Carolyn
 - i. She will be there around 11:00 am with her ASQ sash on.

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- ii. We will likely start off in the Theater
 - iii. She requested a spot at the restaurant Joe Theismann's for about 20 people
 - iv. She needs to call on Friday with the final count.
 - c. Welcome Committee (Sara, Leslie) Neither were in attendance, but Vladimir confirmed they made quite a few calls. They made a strategic effort that needs to be expanded upon.
 - d. Registrations: Connie
 - i. There were quite a few that registered today, 16 people were registered so far, 3 not interested in lunch.
 - e. Pipeline (Mike, Ken, Carolyn, Connie) – handling of the Attendance Roster
 - i. Connie agreed to put it together, print it out and bring it to the event.
- 8. Program Future:
 - a. November – Connie – 2022 Ranger Outings: A Year in Review
 - i. There are 3 ROs to present on. Vladimir will be working with Connie on this with pictures and additional things
 - ii. Similar to February presentation on Mt. Vernon
 - b. December – Vladimir – Professional Night
 - i. Similar to last year, one meeting will not allow enough time for everyone to take the floor to introduce themselves. This will likely carry over into the following months, but will not be its own meeting. It will follow other presentations until everyone has gotten to take the floor.
 - c. January – RO
 - i. Carolyn will be out of Country in January (Dec/Jan/Feb are difficult for her)
 - ii. Vladimir will meet offline with Carolyn to discuss options.
 - d. February – Chair Report, Professional Night (cont'd)
 - e. March – ? Community Matters (EED part 2)
 - i. This meeting will occur once Ken comes back from the EED conference.
 - f. April – ? Quality Matters Round Table
- 9. Streaming Initiative
 - a. 4 people volunteered: Vladimir, Ken, Muzaffar, Leslie
 - b. Jeff sent the scheduling poll just prior to this meeting.
 - c. Vladimir said that if anyone else was interested in joining, please feel free to do so. Streaming initiative needs to be implemented prior to going back to restaurants for meetings.
- 10. Training Due
 - a. Ken shared that Charlotte was the last to complete her training and it is now done. We are in compliance.
- 11. Auditor Position
 - a. Required? – not required for Section standing; however, position is still needed
 - b. Need for audits
- 12. Compliance 2022-2023
 - a. Business Plan – submitted on 9/25/22 as due, email confirmation was received and loaded in SharePoint
 - b. Strategy itemized – upcoming. This will be worked on by Vladimir, Ken and Muzaffar. Vladimir expanded some on this strategy.
- 13. Time permitting, Chairs of Committees (including but not limited to those listed above) to speak on matters of their committees per their choosing.
 - a. Vladimir opened the floor for anyone with something to say.
 - b. Vladimir congratulated those who were elected.
 - c. Connie asked when we would select the non-elected committee members.
 - i. Vladimir stated that people are in a position until they resign. They get into a position when they want it. We are not held to an annual placement. He and Ken will work off-line on the correct list and get it to Connie to upload to the ASQ Roster. Only the elected, Nominations Chair and Membership Chair are required to be in the ASQ Roster by October 31.

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Action Items (Carryover from prior SLC Meeting. Only July action items were discussed on 8/10/22)

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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August 2022 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Find out if ASQ reimbursement forms are still needed since Bill Highway has them built into the review/approval process.	Ken Rapuano	10.16.22	

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 10.11.2022 everyone completed
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	Pending the scheduling of next Vision Meeting.

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	9.15.2022	

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	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	Pending

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Item	Action	Assigned to	Date Due	Date Done
			meeting (Item 4)	
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) Answer to #3 is yes, there is.

* 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	George Washington Masonic National Memorial, 101 Callahan Drive, Alexandria, VA, 22301				
Date	October 15, 2022	Time	11:30am – 1:30pm	Duration	2 Hours
Presentation:				Speaker:	
George Washington Masonic National Memorial: Ranger Outing Event				Dedicated Tour Guide	
Section Business Discussed:		N/A			

Next Member Meeting:

Location	Webex				
Date	November 9, 2022	Time	7:00pm – 8:30pm	Duration	1.5 Hours
Member Meeting				Speaker:	
2022 Ranger Outings: A Year in Review				Connie Broadie	