

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	Remote Meeting via WebEx				
Date	February 8, 2023	Time	6:00 – 7:50 pm	Duration	1 Hour, 50 Minutes

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?
Ken Rapuano	Chair	X*
Vladimir Nesterovich	Vice Chair	X*
Connie Broadie	Secretary	X*
Muzaffar Zaffar	Treasurer	--
Vacant	Vice 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*
Muzaffar Zaffar	Recertification Chair	--
Cyndi Reichardt	Database Administrator	--
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	X*
	Webmaster	
Sara McAlpine	Welcome Chair	X*

Other Attendees:

Attendee	Position	Present?
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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; two elected and three appointed.

ASQ Section Board

Agenda

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1. Meeting Minutes approval
 - a. January 2023 Meeting Minutes were approved.
2. Annual Report was submitted to Component Relations and Regional Community Chair (Michael Kirchner) on 1/31/23. Summarized progress and status vs. budget and business plan submitted for CY 2022.
3. Member Unit Operating Agreement is due for review and signature by the Section Chair by March 31, 2023. Ken will be working on this to ensure timely submission of this critical requirement.
4. Anniversary
 - a. Section Founding Date – September 11, 1983
 - b. Jeff and Ken are commemoration leads.
 - c. Event slated for Fall 2023, possibly September if RO is in October.
 - d. Ken will set up meetings with Co-leads and historian, and any additional volunteers. Jeff requested that Ken meet up with him in his general area to start the discussions. Ken said he would do that.
5. Program – Saturday, February 11, 2023
 - a. Udvar-Hazy Air and Space Museum in Chantilly
 - b. Free admission, \$15 parking
 - c. Networking lunch at on-site Shake Shack afterwards. Carolyn let Arnold know that food could be brought in if one were with a tour group since Shake Shack does not offer vegetarian options. Vladimir requested that we reach out to Arnold to see if he would be willing to lead a tour of areas not covered by the tour guide after the networking lunch since he is so knowledgeable. Carolyn had already asked him, and he agreed to do that.
 - d. We are currently registered for 18 with the venue; we can increase with advance notice, minimum is 10.
 - e. We currently we have 25 registered. This is our highest count to date for RO. Carolyn will ensure we are set with the final count at the venue.
 - f. IMAX movie options were discussed. 7 showed an interest during registration, but coordination will be difficult without a movie schedule posted.
 - g. Ken thanked Carolyn and the team for coordinating the event and he was looking forward to it.
 - h. Jeff said he lived five minutes from the museum if people wanted to meet at his house and carpool over to reduce their cost for parking.
6. Treasurer Report
 - a. Muzaffar was not in attendance. Ken provided our current balance. There is \$25,854.69 in available funds, which does not include the membership allotment that is still due to us from 4th quarter.
 - b. Income +\$211.86 for January; +\$211.86 for CY 2023
 - c. Vladimir pointed out that even after the Section paid for three Ranger Outings last year, our funds still increased.
 - d. Ken discussed planned budget versus what we actually spent due to our expected return to in-person meetings that didn't happen, our Ranger Outings were not as expensive as anticipated, and we had only three ROs instead of the 4 that we anticipated having.
 - e. Connie brought up the topic of the Section subsidizing SLC members who want to attend World Conference on Quality & Improvement, May 7-10, 2023 in Philadelphia, PA. Vladimir confirmed that it was planned for last year. It is in the Products and Services catalog and budgeted for. Ken said that he would check with Michael Kirchner or Component Relations on the guidelines/requirements for subsidizing members.
7. Membership Report
 - a. January 4, 2023 paid membership = 433
 - b. February 2, 2023 paid membership = 437

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- c. Jeff mentioned that we still have about 1200 names on our MailChimp list on our website. Over the years they have been added as ASQ Section Members and even though they may drop off our Section membership list, they choose to stay in communication with the section through our website. Connie mentioned that the list may be attracting people back because we have four non-section members with guests that are signed up for the Ranger Outing Saturday.
8. Program Future:
 - a. March – TBD; possibly the following
 - i. Report from Michael Kirchner, another regional officer, or ASQ HQ. Ken would send Michael an email to see if he would be willing to speak and be available for a Q&A with us about what is going on at the higher levels of ASQ.
 - ii. Conclusion of Path to Quality as time permits
 - b. April – Ken – EED Part 2; Ken has content since it's sparse on the EED community site
 - c. May – Ranger Outing was suggested but Carolyn wasn't sure May would work with World Conference, Mother's Day and her International travel over Memorial Day weekend. She thought April might work better, but she would give it some thought and see what venues were available with a docent/guide. She mentioned a couple of venues on her list. Ken stated his flexibility but asked that we have a month's notice of the venue to get it on people's calendar for a good turnout.
9. Jeff requested copies of the past presentations to post to the website. Vladimir said the content / slides needed to be cleared of any personal data and properties and converted to PDF prior to being shared out and that was not priority at this time with everything currently being worked on to keep the section current. Ken confirmed that that was currently a lower priority, unless he could find someone to do it.
10. April-in person Section meeting
 - a. Essential functions (PayAnywhere and Streaming) need to be staffed and ready. PayAnywhere is functioning. There is still some concern with streaming as there are still a limited number of people that can operate the cameras and equipment. Those that have been trained in operating this equipment typically have other duties in the program that will prevent them from being much help to Jeff. Ken mentioned providing additional detail to members about what the job would entail now that they have run through the setup and can better speak to it. Jeff will need a dedicated person assigned to help him at every streamed event. Jeff concurred. Ken mentioned that it would be an ad hoc service to the Section that would provide RU. Jeff chimed in with eMedia committee member(s) as the position title.
 - b. Venue needs to be electronics friendly and have sufficient space for the Streaming setup – Houlihan's has two tv screens to project to and decent Wi-Fi but has an open back door at one end that is noisy. Oliver Garden is even noisier. PJ Skidoos has a nice meeting room in the basement, but Wi-Fi has been spotty in the past. It could be better now. Jeff mentioned renting a community center and cater in food. They typically have very good media options. Vladimir mentioned obtaining a MiFi device so that we are not relying on a locations Internet access.
 - c. Need to be flexible if Covid situation worsens.
11. Staffing
 - a. Engagement strategy first draft developed by Vladimir as Strategy Chair
 - b. The priorities that Ken added to the Chair Report in January were all related to the Engagement strategy.
 - c. Requires an Engagement Chair to work in concert with the Nominations Chair, Recertification Chair, and Section Chair and Vice-Chair
 - d. Engagement Chair would turn "cold bodies" into "warm bodies"
 - e. This involves both bringing in those who volunteer (passive) and finding and motivating members to volunteer (active)
 - f. Volunteers are needed for a variety of tasks in three broad categories:
 - i. Program leads (we have ~20 program types, but only Vladimir, Carolyn, Connie, and Ken are leads) – could be a presenter on occasion but would work with volunteers to sharpen their individual program.

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- ii. Discrete program presentation: Moderate a QM Round Table, present an annual review of the year in QP, introduce a Community.
 - iii. Operational: Assist in setup, running, and breakdown of streaming; backup for web and database functions; take a lead or committee assignment from an SLC member with a too-large portfolio.
- g. Jeff brought up Bill Cassidy who has been our Section Chair multiple times in the past and is now a Section Chair in Sacramento, CA. Bill has suggested to Jeff that we be virtual sister Sections and to encourage each other's members to attend the other's meetings and share in the advertising of such meetings when it is possible. Jeff was seeking feedback in order to respond back to Bill. Vladimir reminded Ken that the idea was one of the 20 programs mentioned above. Ken agreed and said we still needed an action plan thought out on how that would be accomplished.

12. Welcome Committee team update.

- a. Sara drafted a Welcome Committee SOP and uploaded it to our SharePoint site for review. Hopefully knowing what the process is will encourage additional interest in helping.
- b. Leslie, Charlotte and Sara are making calls to those who have joined since September 2022. They will soon add February 2023. Sara is keeping record of those they have been able to reach. Many do not answer, but they do leave a nice message and forward the latest email announcement to their primary email listed on the membership list.
- c. She expects it to take until the end of February into the first of March to reach out to all of them.
- d. Vladimir added that this is a tough job and, as Sara mentioned, a slow process. When he approached her in July 2021, she delightfully accepted. You don't build friendships on a dime. It takes time and is more difficult when we are not meeting in person as often as we once did. He is delighted that she is doing what is needed and pushing it forward and that they want to have a standard process on how they are working through this process as a team. Vladimir added how important it is to know who these people are so that when they do show up they are approached and engaged at meetings and events. Before the engagement strategy, you first need Sara's friendship strategy. Once they have been befriended and are coming, then they can be engaged.
- e. Sara did not see anyone that was called on the roster for the weekend Ranger Outing.
- f. Ken thanked Sara for her report and her efforts.
- g. Ken shared how he showed up for three years and then hung around for the program questions and answers a little too long and the next thing he knew he was the Secretary. Vladimir said that if we had a function that would have approached him, he would have done that much sooner. Carolyn spoke of how Greg Monaco got her involved. Ken talked about how friendly and outgoing Greg was. They agreed he is missed. Ken said he wouldn't be able to recreate Greg's magic of drawing people in, but with planning and diligence perhaps... Carolyn said Ken has his own magic and Vladimir shared a quote Stravinsky learned from Schoenberg. Why do you want to become a bad Schoenberg when you can become a great Stravinsky. Be yourself. Be who you are, you are doing just fine.

13. Wrap Up

- a. Ken thanked everyone for their time and input.
- b. Ken let Vladimir know he would review the Engagement Strategy and get back to him with any questions and see if he can translate that strategy into actions. Vladimir reminded us that his position is Strategy Chair and as part of that his responsibility is to develop and transfer that strategy to Ken. One of the key things is that the strategy exists. The problem is that it is in his head. Putting things into digestible pieces to the right people takes time. We will go piece by piece in small steps in order of priority. We have zeroed in on Priority #1 and Priority #2. Engagement was the first strategy meeting Vladimir held with Ken. The engagement strategy is about how to engage members. It's a priority because there is work that needs to be done in this area. Part of that is the Welcome part, but that is not a priority or crisis because Sara is handling that part.

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- c. Ken thanked everyone again and looks forward to seeing some of us on Saturday at the museum. He motioned to adjourn the meeting. Jeff seconded the motion.

The meeting adjourned at 7:50 pm.

Action Items (Carryover from prior SLC Meeting)

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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February 2023 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Follow up with Muzaffar Zaffar to ensure that the email notifications are updated with the Treasurer23@section0511.org email address.	Ken Rapuano	TBD	
2	Look into details on the Section subsidizing SLC members to attend World Conference.	Ken Rapuano	TBD	
3	Submit Member Unit Operating Agreement	Ken Rapuano	03.31.23	

January 2023 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Find out / confirm who approves when the Chair is the submitter for reimbursement.	Ken Rapuano	TBD	

November 2022 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Create an action plan for the Anniversary	Jeff Parnes and Ken Rapuano	TBD	

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	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.

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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	Follow the online setup instructions for PayAnywhere device.	Vladimir Mike Jeff Muzaffar	Before payment team meeting (Item 4)	Pending Pending Complete Pending
2	Set up and conduct meeting for Payment Team to familiarize with PayAnywhere device	Vladimir Mike Jeff Muzaffar	2.23.2022*	Pending

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

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	14390 Air and Space Museum Parkway, Chantilly, VA 20151				
Date	February 11, 2023	Time	11:00 am – 1:30pm	Duration	1.5 Hours
Member Meeting				Speaker:	
The Steven F. Udvar-Hazy Center Fairfax County Annex of the Smithsonian National Air and Space Museum 14390 Air and Space Museum Parkway, Chantilly, VA 20151				Guided tour	

Next Member Meeting:

Location	WebEx				
Date	March 08, 2023	Time	7:00pm – 8:30pm	Duration	1.5 Hours
Member Meeting				Speaker:	
1) TBD				1) TBD	

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