

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	WebEx				
Date	November 8, 2023	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?
Ken Rapuano	Chair	X*
Vladimir Nesterovich	Vice Chair	--
Connie Broadie	Secretary	X*
Muzaffar Zaffar	Treasurer	X*
Vacant	Vice Treasurer	--

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

Officer	Position	Present?
Charlotte Wild	Audit Chair/Welcome Committee	--
Leslie Braun	Membership Chair	X*
Barbara McCullough	Nominations Chair	--
Jeff Cadel	Vice Secretary	X*
Carolyn Miller	Arrangements Chair	X*
Muzaffar Zaffar	Recertification 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	--
Maria Habib	Section 0511 Process Improvement Lead	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 that we had Quorum.

ASQ Section Board

1. Meeting Minutes approval
 - a. Connie sent out the October 2023 draft minutes for review. Ken reviewed them and saw several comments back and forth and saw that some changes were made. Ken made a motion to approve the October 2023 SLC Meeting minutes. There were no objections. The minutes were approved.
2. Treasurer Report
 - a. September 13 balance: \$22,237.17
 - b. Current (October 11) balance: \$22,051.51 – does not include outstanding payments to Susan Gorveatte and Jeff Parnes (~\$4000.00)
 - i. Susan G's expenses have been approved and Muzaffar processed them; Jeff's expenses still need to be submitted. Jeff said that he thought when he sent the paperwork over for approval to purchase, that would be sufficient and asked if he needed to resend that paperwork. Ken and Muzaffar confirmed they had it. Ken said he would approve for Muzaffar to process.
 - ii. Jeff Parnes asked why Susan's expenses were denied in BillHighway. Ken explained that it was because the mailing address of the payee was in Canada. BillHighway is only used within the US. BillHighway suggested a workaround where we used an address within the US to send the check and then the Section could forward it on to the actual Payee. Ken said if needed, he would send her a check and get reimbursed.
3. Membership Report was provided by Leslie. Ken kept the running total below.
 - a. June 4, 2023 paid membership = 401, 2.2% decrease from May
 - b. July 4, 2023 paid membership = 405, 1.0% increase from June
 - c. July 18, 2023 paid membership = 410, 1.2% increase over July
 - d. Reporting interrupted July-September due to ASQ's ongoing technology update.
 - e. Interim reports from August and September show a decline to 342 and 362 members, respectively; however, the interim reports for those months seem to omit "Renew" and "New" status members. Possibly related to difficulties in site update.
 - f. October 2023 paid membership = 369; due to trouble with site update, unsure if this number has meaning relative to the numbers reported in July.
 - g. November 2023 paid membership = 360.

Leslie noted a drop in Senior members. She also noted that the November report covers October. Ken wondered if a lot of people come due for their dues at the same time. That may impact payment timing and reporting. Leslie suggested that maybe it aligned with their recertification dates, with the bulk being in June and December. The question is, is the bulk of membership June or December. We would need to look at all the data and look at start dates. Is it equally distributed across the 12 months of the year or do you see start dates certain months of the year? Jeff mentioned that a long time ago, the renewal date was the same for everyone, but that has since changed so you will see start dates spread out across all 12 months. Ken said that could explain the noticed drop in Senior members if their membership start dates all aligned. Maria commented that they may have retired and no longer want to be a member or no longer need certification, or their company may no longer want to cover the expense. Ken said again that may go back to the older members that have a start / renewal date skewed to a certain month. Ken commented that he just renewed his membership.
4. Welcome Committee Report – Ken asked if Sara had joined the meeting. She had not. Leslie has not heard from her and could not provide any information regarding the Welcome Committee Report.
5. 2024 Officers
 - a. Slate of elected officers and appointed SLC was submitted on time to Component Relations and we are in good standing for 2024.
 - b. Open appointed positions – can be filled immediately.
 - i. Vice-Treasurer

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- ii. Ranger Outing Lead
 - iii. Arrangements Chair
 - iv. Program Chair
 - v. Voice of the Customer
 - vi. Assistant Streaming Lead
 - vii. Compliance Chair
- c. Ken plans to discuss future roles on the SLC with Vladimir and Cyndi this month. With everything going on, it has been really tough for him to connect with Vladimir. Ken let Cyndi know he wanted to connect with her. As a long-time member and valuable contributor to the SLC, he wanted to see what she could do. He knows she hasn't been available for a while with a lot of things going on personally and professionally but would like to connect to see what she would like to do and what time she has available for the Section. Cyndi asked if the Section was having issues getting people. Ken said that is part of the issue. He explained that there were several roles that could be filled and that they had been soliciting for some of them for some time. Cyndi said she didn't realize so much time had passed. Ken hoped they could take the conversation offline and chat about how she might be able to continue being a valued member of the SLC. Cyndi said they could talk later and for him to let her know his availability. Ken would try to get a Teams Meeting Invite out to her next week. Ken said he needed to do the same with Vladimir.
6. Future Programs: We had an open discussion at the start of the meeting about past venues, possible future venues, along with the success of our 40th Anniversary event. 1) Cyndi Reichardt recalled a tour of the cleanrooms at Micron Technologies, Inc. in Manassas, VA. where they make semiconductors. 2) Maria Habib suggested a tour of the River-Sea Chocolate Factory in Chantilly. She thought that would be fun. She noted that even going to a restaurant or other places, there is a concept of evidence of a process, which is a way to tie back into quality. What do they do if the food is not good, or where do they get their food from? Do they inspect the food they get? Do they have quality or compliance inspections? If they are not meeting standards, then the restaurant could be closed. You could possibly even tie in the Food Auditing standards. 3) Ken agreed and tied that into the future tour at Gadsby's Tavern where they would have specialized suppliers that they may be able to talk about. Ken mentioned that a manufacturing facility would be a more common scenario in talking about their processes than say a historical facility where most people go to hear about the history. We don't always think to ask about the processes involved in their operations. Ken brought up our past outing to the Morven Park Mansion. While doing the private walk after the formal tour, a small group of them ran into the Director of the facility. She spoke to them for about 20 minutes about the historical research that they do there, to include programs such as one where they have been working to identify all of the enslaved people that they had there and who worked there. Ken thought that maybe we could approach this Director about being a speaker for us. It wasn't part of the tour, but she was actually giving them a lot more of the nuts and bolts of what they do behind the scenes as an organization that is keeping the history going from almost the academic standpoint. Unfortunately, Ken did not recall her name. He said he wasn't sure if she would have been the person that Carolyn interacted with when setting up the tour or not. Carolyn wasn't sure. Ken stated that Susan Gorveatte was a great fit for our Anniversary event. She was everything advertised and more. It was great to meet her the night before the event over dinner with a handful of board members.
- a. November – RO Year in Review (Connie and team) Jeff suggested adding a link to tonight's slides that share the pictures from the Anniversary event. Ken said he could do that. He let Jeff know he had that link in an email Jeff previously shared.
 - b. December – Path to Quality.
 - i. Ken suggested having this event in person, not as a holiday party, but an RUable event. He said people have gotten used to doing this event online and wanted to know what we thought.
 - ii. Maria recommended keeping it remote since it is the last meeting of the year. People will be traveling; they may be doing something else with their time. This would be a good opportunity to look at attendance. If attendance is higher than in person or when

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having both online and in person, then maybe we should consider doing things online. This is a trend in the way that things are going. People are looking for flexibility and a way to handle a few things at the same time, while still attending and learning. She recommended considering the purchase of Owl (Meeting Owl 3 video conferencing device) that would save Jeff from having to schlep around all his AV equipment. This would just be one small device. It is pricey, but it is something to consider.

- iii. Ken said that making arrangements this close to the holiday season may also be an impediment to having this meeting on site. We have had the last two Path to Quality Meetings online and have had fairly good attendance for those. He hopes that we will get the opportunity to meet new folks, hear their professional stories and get to know them better.
- c. January 2024 – Chair Report will be presented by Ken.
- d. February 2024 – RO (Gadsby’s Tavern, Alexandria)
- e. March 2024 – QM Round Table? Ken would like to identify an expert on one of the more technical categories to moderate March’s Round Table. It is important to hear about what is going on within ASQ and within the Section, however it would be good to get back to the BOK of one or more of the certificates. Keep it balanced.
- f. April RO – Filene Center? Ken asked if Carolyn would be leading that or handing it over to the next RO Lead. Carolyn said that February would be the last event she would be leading. Whoever steps in can do April’s RO. She said it was a fun role. She really hopes that someone decides to take it on. She has had a blast doing it, but thinks it is time for someone else to step up, to give someone else the chance at this role. Ken thanked her for everything she’s done, and in leaving us a goodbye outing in February. She said she would be onsite for this event. Cyndi asked Carolyn if she received RU for being the RO Lead. Carolyn confirmed that she did receive RU for being the Lead for that role.

Cyndi asked Maria Habib if she received her Recertification Report. Maria said she had not. Cyndi found it was sitting in her Outbox and needed to turn off VPN to send email. She did and Maria confirmed receipt. Cyndi let Ken know she was working on his report. He thanked her. Cyndi asked if she was missing anyone else. Ken let her know that Lolita Harris requested her Recertification Report. Muzaffar forwarded Lolita’s request to Cyndi earlier in the week. Cyndi said she did not receive that request, but she would work on Lolita’s report.

Meeting adjourned at 6:45 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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October 2023 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Add Jeff Cadel - Vice Secretary and Maria Habib - Process Improvement Lead to the Section website at the following links: ASQ 0511 - 2023 Board ASQ 0511 - Section Management	Jeffrey P	11-15-2023	

September 2023 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Add Welcome Chair / Welcome Committee to the Section website at the following links: ASQ 0511 - 2023 Board	Jeffrey P	10/31/2023	

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Item	Action	Assigned to	Date Due	Date Done
	ASQ 0511 - Section Management			

July 2023 Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Get additional information regarding the investing options of excess allocated section funds.	Ken Rapuano	TBD	

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	

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	

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

Older Action Items

Item	Action	Assigned to	Date Due	Date Done
1	Set up meeting with Vladimir, Jeff, and Cyndi for DB management/maintenance.	Vladimir, Jeff, Cyndi	TBD	Pending

* Action item from Products and Services Catalog review

Member Meeting

Location	WebEx				
Date	November 8, 2023	Time	7:00 pm – 8:30 pm	Duration	1.5 Hours
Member Meeting				Speaker:	
Ranger Outings: 2023 Year in Review				Connie Broadie, Carolyn Miller	
<ul style="list-style-type: none"> • Section Business <ul style="list-style-type: none"> – Recap of Section 0511 40th Anniversary Gala – Officers for 2024 – Volunteering Opportunities – Hybrid Meetings • This Month in Quality Progress 					

Next Member Meeting:

Location	TBD				
Date	December 13, 2023	Time	7:00 – 8:30pm	Duration	1.5 hours
Member Meeting				Speakers:	
Professional Night – Path to Quality				Membership	