

Meeting Agenda and Minutes

For	ASQ Section 0511 Section Leadership Committee Meeting				
Location	WebEx				
Date	February 14, 2024	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	--
Jeff Cadel	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	X*
Connie Broadie	Vice Secretary	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	X*
Seema Garg	Placements Chair	--
Vacant	Historian	--
	Voice of the Customer	
Jeff Parnes	Electronic Media	--
	Webmaster	
Sara McAlpine	Welcome Chair	--
Maria Habib	Section 0511 Process Improvement Lead	--

Other Attendees:

Attendee	Position	Present?
Pierre	na	X*

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

<DD MMM YYYY>

ASQ Section 0511 Leadership Committee Meeting Minutes – February 14, 2024

1. Meeting Minutes approval
 - a. January 2023- were approved
 - b. Minutes will be upload to the website after approval
2. Treasurer Report
 - a. Current (February 9) balance: \$18,322.61
 - b. No change from January
 - c. Budget and business plan submitted on time
 - d. Need to explore the ASQ investment program for a majority of the Section's excess funds
3. Membership Report
 - a. December 2023 paid membership = 353, a 1.9% decrease from November.
 - i. Gained 17 seniors. Lost 17 full and 7 students.
 - ii. End of year – since April lost 11 seniors, 2 students, and 63 full members.
 - b. January 2024 paid membership = 345, a 2.3% decrease from December.
 - i. Lost 2 seniors and 6 full members.
 - c. February 2024 paid membership = 330, a 4.3% decrease from January.
 - i. Lost 23 seniors but gained 8 full members.
 - d. Overall somewhat concerning trend- will continue to offer value through the section and be welcoming.
4. Welcome Committee Report
 - a. Nothing new to report
5. Updating the SLC addresses for the Board24 mailing list.- see action item list
6. WCQI 2024 – Section has 2 x \$1500 stipends in the 2024 budget.
 - a. Stipends are open to SLC members
 - b. Stipends are conditional on preparing and presenting a report from the WQCI as a program at a member meeting (June or July)
 - c. Early bird pricing ended on January 31, which is ~2 months earlier than for the 2023 conference. Standard pricing continues until May 6 (@ 4 pm Central) - \$1499.00
 - d. Standard registration until 5/12.
7. Open appointed positions – can be filled immediately.
 - a. Vice-Chair
 - b. Vice-Treasurer
 - c. Ranger Outing Lead –Carolyn is willing to remain in the position.
 - d. Arrangements Chair
 - e. Program Chair
 - f. Voice of the Customer
 - g. Assistant Streaming Lead
 - h. Compliance Chair
 - i. Historian
8. Future Programs: Carolyn (lead)
 - a. February 2024 – RO (Gadsby's Tavern, Alexandria)
 - b. March 2024 – Suzanne G or YouTube video (see action items) or MY ASQ website volunteers
 - c. April 2024 – RO (Filene Center?)
9. Migrate DB?
 - a. Running a report takes an excessive amount of time
 - b. Discuss offline?
 - c. See action items below

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10. Events

- a. Gatsby
 - i. 21 for the event signed up- 16 for lunch
- b. Filene's may move into the next week- board indicated that was ok.
- c. Pharmacy or other options for other events
- d. Carolyn to provide worksheet of ideas for events

Meeting adjourned at 6:45 pm.

Action Items:

1. Touch base with Jeff Parns and close on the email list (missing) items- **Ken** (3/15)
2. Remain place for ASQ event- **Barbara** to let us know if she is interested
3. Send out action items by Wed 2/21- **Jeff C- Complete**
4. Add attendees to meeting minutes- **Jeff C**
5. Resolve how much money to be invested for the section- **Ken** (3/15)
6. Continue to monitor the number of additions and subtractions to the membership. If necessary get feedback- **Ken** works with Sara (3/15)
7. March Meeting- Suzanne G- Ken discuss or YouTube (Marie H)
8. Data base meeting to define the problem- Ken et al (April)