

## Meeting Agenda and Minutes

<b>For</b>	ASQ Section 0511 Section Leadership Committee Meeting				
<b>Location</b>	WebEx				
<b>Date</b>	March 13, 2024	<b>Time</b>	6:00 – 7:00 pm	<b>Duration</b>	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	<b>Chair</b>	X*
Vladimir Nesterovich	Vice Chair	X*
Jeff Cadel	<b>Secretary</b>	--
Muzaffar Zaffar	<b>Treasurer</b>	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	<b>Membership Chair</b>	X*
Barbara McCullough	<b>Nominations Chair</b>	--
Connie Broadie	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*
Vacant	Historian	--
	Voice of the Customer	
Jeff Parnes	Electronic Media	--
	Webmaster	
Sara McAlpine	Welcome Chair	X*
Maria Habib	Section 0511 Process Improvement Lead	--

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

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- a. February 2024 Minutes were approved pending a minor change in how leadership is displayed in Attendance Tables above. Minutes will be posted to the website once those changes are incorporated.
2. Treasurer Report
  - a. March 9 balance: \$18,322.61
  - b. +\$67.64 from February, all related to February RO transactions
  - c. No allocation received from ASQ yet. The last regional call was cancelled, so we are not sure why allocations have not yet distributed. We are in good standing.
  - 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.
  - 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. March 2024 paid membership = 344, a 4.2% **increase** from February.
    - i. Lost 10 full members but gained 1 student member and 23 senior members.
  - e. Since April 2023, net loss of 11 seniors, 1 student, and 65 full members.
4. Welcome Committee Report
  - a. Sara thanked Leslie for sharing New Member information with her so that she could call them.
  - b. She called 3 new members. She was able to have a conversation with Jan Adgate, who joined in March. She is interested in learning about available resources and networking. She is responsible for ISO 9001 at her company. She may join us at tonight's member meeting. Sara also spoke with the gentleman that joined in February. His name is David Rifflemocker. He was from the Winchester section, which is now closed. They were told to join another section. Sara sent the meeting invitation to him and let him know he could share it with the other Winchester members if he wanted to. He won't be able to join us tonight but may start attending the meetings since they are online. He will be recertifying in the next couple of months. The third person didn't answer. She left a voice message and has not received a reply.
5. WCQI 2024
  - a. Maria Habib and Barbara McCullough will be attending using a Section stipend. They will provide a report upon their return.
6. Future Programs:
  - a. March 2024 – Community Matters: QMD - Listening to the Customer
    - i. We need to update the current member meeting announcement to reflect 1.5 hours, rather than 1hr. Our member meetings are 1.5 hours.
    - ii. We need to rebrand tonight's meeting as a Community Matters initiative with discussion led by Ken Rapuano.
    - iii. We discussed Section Business slide deck at member meeting tonight including the topic of ASQ RUs for Recertification.
  - b. April 2024 – Filene Center RO
  - c. May – Ken or another video (see how this one goes)
  - d. June/July/August – Report from WCQI/Susan Gorveatte/Summer RO all in the mix.
  - e. September – Open
  - f. October – RO
  - g. November – RO Year in Review
  - h. December – Path to Quality
7. Database:
  - a. Connie and Cyndi met earlier today. The database is a little bit more organized. They covered a lot of ground. Cyndi can now see an area where she can manage records already created which she could not see before today.

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- b. Cyndi is still having trouble pulling a report and it is not complete for some. Maria Habib for example said she was missing two meetings on her report. She was recorded as being in attendance, but it wasn't showing in the report. Cyndi has to reference a master list of meetings and dates and populate any missing data.
  - c. Consider an alternative documentation process, with DB as backup (such as an email receipt within a day of attending a meeting, but also maintain it in the DB as a backup?)
8. Major Changes to RU:
- a. ASQ Certification disguised this with an email that strongly hinted that other than removing the cap on RU for meetings, the changes were administrative.
  - b. Completely omitted that the RU for meetings (including Section meetings) had been reduced from 0.5 RU/meeting to 0.1 RU/hour.
    - i. This information is in the revised recertification manual, but unless you got the email and went and checked the manual, you might be in for a nasty surprise at recertification time.
    - ii. ASQ Certification was contacted and gave some unsatisfactory answers about this change, including misrepresenting it as a change back to the previous award (which was 0.3 RU/meeting, which is fair), then changing when asked about it.
  - c. I assume the intent is to encourage more meeting attendance and participation in Section or Division governance. But this change was not managed well.

Meeting adjourned at 6:55 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)