

ASQ Section 0511-Northern Virginia

August 14<sup>th</sup> SLC Meeting Minutes

<b>For</b>	ASQ Section 0511 Section Leadership Committee Meeting				
<b>Location</b>	WebEx				
<b>Date</b>	August 14th, 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*):

<b>Officer</b>	<b>Position</b>	<b>Present?</b>
Ken Rapuano	<b>Chair</b>	X
Vladimir Nesterovich	Vice Chair	--
Jeff Cadel	<b>Secretary</b>	X
Muzaffar Zaffar	<b>Treasurer</b>	X
Vacant	Vice Treasurer	--

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

<b>Officer</b>	<b>Position</b>	<b>Present?</b>
Charlotte Wild	Audit Chair/Welcome Committee	--
Leslie Braun	<b>Membership Chair</b>	--
Barbara McCullough	<b>Nominations Chair</b>	X
Connie Broadie	Vice Secretary	X
Carolyn Miller	Arrangements Chair	X
Muzaffar Zaffar	Recertification Chair	X
Cyndi Reichardt	Database Administrator	
Muzaffar Zaffar	Education Chair	
Leslie Braun	Finance Chair/Welcome Committee	
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	X

Other Attendees:

Attendee	Position	Present?

1. Meeting quorum met
2. July 2024 Meeting Minutes approval- approved
3. Treasurer Report
  - a. August 12 balance: \$16,166.31 up from last month
  - b. Second quarterly deposit of \$890.25 received on 7/25/24- Ken to follow up on calculation
  - c. Next opportunity to put Section’s excess funds into the ASQ investment program will be in September – propose allocating \$10,000 to that fund
  - d. Propose allocating \$500 stipend for Maria Habib to attend the ASQ Audit Division Conference in Reno. We have conference budget already spent for WCQI. Maria has a speaking proposal accepted. Need to review budget and monies available prior to allocation. Proposal by end 8/23
  - e. Draft Budget and Business Plan due early September.
  - f. Follow-up on how ASQ manages the section money and respective fiduciary responsibilities.
4. 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. April 2024 paid membership = 308, a 10.5% decrease from March.
    - i. Lost 32 full members and 4 senior members.
    - ii. Of the lost full members, 23 were pro forma
  - f. May 2024 paid membership = 307, a 0.3% decrease from April
    - i. Lost 2 student members and gained 1 full member
  - g. June 2024 paid membership = 302, a 1.6% decrease from May
    - i. Lost 2 student members and 3 full members
  - h. July 2024 paid membership = 328, an 8.6% **increase** from June
    - i. Gained 1 student, 13 seniors, and 12 full memberships.
  - i. August 2024 paid membership = 309, an 5.8% decrease from July
    - i. Gained 1 student, but lost 12 seniors, and 8 full memberships.
  - j. Since April 2023, net loss of 17 seniors, 3 students, and 92 full members (112 total)
    - i. Still no steady-state – overall a downward trend with positive spikes.
5. Welcome Committee Report
6. Future Programs:
  - a. August – Susan Gorveatte: MARVEL-ous Audits

- b. September – Report from WCQI
  - c. October – RO/Video/Daria? RO – Tentative October 13 (or Oct 5)
  - d. November – RO Year in Review
  - e. December – Path to Quality/Maria Audit conference – Tentative Maria conference overview or her presentation
7. Compliance: All SLC members should have received an email from ASQ Component Relations; privacy training is required for all SLC members this year, so please complete that. **Privacy training was due May 9<sup>th</sup>**. You get 0.1 RU!
8. Major Changes to RU:
- a. ASQ restored the 0.5 RU/meeting until the end of CY 2024
  - b. Progress on protest letter?
  - c. Work with treasurer to get the “RU” word out
  - d. Poll for where members are getting RU.
9. Officers for next year – Ken has approached/will approach the SLC members and active members (those who attend programs regularly) and will provide interim report to SLC in August.