

ASQ Section 0511-Northern Virginia

Sept. 11<sup>th</sup> SLC Meeting Minutes

<b>For</b>	ASQ Section 0511 Section Leadership Committee Meeting				
<b>Location</b>	WebEx				
<b>Date</b>	September 11th, 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>	X
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	X
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	X
	Webmaster	
Sara McAlpine	Welcome Chair	--
Maria Habib	Section 0511 Process Improvement Lead	X

Other Attendees:

Attendee	Position	Present?
Mike Beckner		X
Paul Ta		X

ASQ Section 0511-Northern Virginia  
SLC Meeting Agenda  
September 11, 2024

1. Quorum- established
2. August 2024 Meeting Minutes approval
3. Treasurer Report
  - a. August 12 balance: \$16,166.31
  - b. Second quarterly deposit of \$890.25 received on 7/25/24
    - i. Verify basis for making allocation.
  - c. Next opportunity to put Section's excess funds into the ASQ investment program will be September 15<sup>th</sup> – propose allocating \$14,000 to that fund- based on current short-term expenditures. This means that \$2000 is available in short term account that will result in an expected balance of \$3000 by the end of the year. Motion was provided by K. Rapeno and seconded by – no opposition. Ken will put in the request on 9/11 EOD.
    - i. Look into withdrawal restrictions; if no worse than quarterly, confirm.
      1. Quarterly withdrawals, can accommodate emergencies
      2. Short term fund recommendation- no data on long term investment
      3. Put money in long term fund provided addition information provided
    - ii. Review bylaws for management.
    - iii. Ken generate report by 8/26/24 for SLC review. - Draft 9/15 final 9/30.
  - d. Propose allocating \$750 stipend for Maria Habib to attend the ASQ Audit Division Conference in Reno.
    - i. Ken to summarize current budget status and proposal and distribute by 8/19/24
    - ii. Stipend of \$500 approved by email vote on 9.3.24.
  - e. Draft Budget and Business Plan due September 15; internal draft distributed to SLC on 9.9.24 and presented on 9/11. Total year deficit of approx. \$300
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. September 2024 paid membership = 322, a 4.2% **increase** from August
    - i. Gained 1 student, 1 senior, and 11 full memberships.
  - k. Since April 2023, net loss of 16 seniors, 2 students, and 81 full members (99 total)
    - i. Still no steady-state – overall a downward trend with positive spikes.
- 5. Future Programs:
  - a. September – Report from WCQI, Maria and Barbara
  - b. October – RO: Meadowlark Botanical Gardens, Carolyn
    - i. October board meeting – hybrid meeting at Jeff Parnes as a learning opportunity- soliciting folks to go to Jeff's home for the meeting.
  - c. November – RO Year in Review, Ken
  - d. December – Path to Quality/Maria Audit conference – Tentative Maria conference overview or her presentation
- 6. 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.