

<b>For</b>	ASQ Section 0511 Section Leadership Committee Meeting				
<b>Location</b>	WebEx				
<b>Date</b>	November 13th, 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	X
Jeff Cadel	<b>Secretary</b>	--
Connie Broadie	Vice Secretary	X
Muzaffar Zaffar	<b>Treasurer</b>	--
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>	--
Carolyn Miller	Arrangements Chair	X
Muzaffar Zaffar	Recertification Chair	--
Cyndi Reichardt	Database Administrator	--
Muzaffar Zaffar	Education Chair	--
Leslie Braun	Finance Chair/Welcome Committee	X
Seema Garg	Placements Chair	--
Vacant	Voice of the Customer	--
Jeff Parnes	Electronic Media	X
	Webmaster	
Sara McAlpine	Welcome Chair	X
Maria Habib	Section 0511 Process Improvement Lead	X
Vacant	Historian	--

<b>Attendee</b>	<b>Position</b>	<b>Present?</b>
Mike Beckner	2025 VOC and Vice Treasurer	X
Bill Eastham	Section 0511 Member	X

- Quorum met
- October 2024 Meeting Minutes approval- approved
  - a. Mike Beckner, our new VOC and Vice Treasurer 2025, offered Ken some improvements to the meeting minutes. Ken requested that he work with Maria Habib, Process Improvement Chair, and Jo Collins, our new Compliance Chair to polish up our template.
- Treasurer Report
  - a. October 31 balance: \$18,322.61 (\$14,000 of which is in the ASQ investment fund)
  - b. Third quarterly deposit of \$890.25 received 10/15/24
  - c. Deposits totaled almost \$1100. The difference could be interest on the investment fund, but it was not identified on the statement.
  - d. Expenses and reimbursements for the October RO and Audit Conference stipend were approved but not yet applied (~\$1350)
  - e. Jeff Parnes submitted two items for reimbursement this past month; \$157-dry-run dinner from last month's SLC meeting that was live streamed from Jeff's house, the second was \$98 for our website. He submitted them through the reimbursement form on the website. The Treasurer should have it. Ken will follow up on this for approval.
  - f. Our Budget and Business Plan for 2025 was approved by the Region. We got a "Good job!" from Natasha Harding-Overton (our Regional Director).
- 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. October 2024 paid membership = 323, a 0.3% **increase** from September
    - i. Gained 1 student, 1 senior, and 11 full memberships.
  - l. November 2024 paid membership = 318, a 1.5% decrease from October
    - i. Lost 1 senior and 4 professional memberships

- m. Since April 2023, net loss of 19 seniors, 1 student, and 83 full members (103 total)
  - i. Still no steady-state – overall a downward trend with positive spikes.
  - ii. Recent small positive overall trend
- Welcome Edwin Videla and Jo Collins!
  - a. Edwin will be our Arrangements Chair.
    - i. Assist or even take over some of the tasks currently done by Connie regarding Memberplant registration, collecting information and arranging the announcements for Ranger Outings and in-person events.
    - ii. He has attended several Ranger Outings.
    - iii. Vladimir commended Ken and Edwin for rethinking the role of the Arrangements Chair. Times have changed. What the Arrangements Chair arranged in the past is not the same as arranging now. This was needed.
  - b. Jo Collins will take on the position of Compliance Chair.
    - i. Ken shared our Member Operating Agreement, SOP for Section Maintenance and our bylaws, the base documents for making decisions. She could work with Maria Habib, our Process Improvement Chair, to address questions such as changing the Meeting Minutes template.
  - c. We welcomed Mike Beckner last month, who is going to be our VOC. It is nice to have the position filled and get some polls out there. Mike was also elected to the position of 2025 Vice Treasurer.
- Welcome Committee:
  - a. Sara invited Angela Bern to tonight’s meeting. She works for Amgen in QA with a science background. She belongs to SQA – Society for Quality Assurance.
- Future Programs:
  - a. December – Audit Division Conference, Maria’s presentation and report from the conference
  - b. January – Chair’s Annual Report. Ken will go over progress made from goals made in January.
    - i. Ken Rapuano will be the Program Chair for 2025
  - c. February – Ranger Outing (chocolate factory?)
    - i. Perfect month for a tour at a chocolate factory. Carolyn to keep Ken posted if she needs assistance securing that venue. Edwin might be able to assist if needed.
    - ii. SLC meeting in a venue, dry run. Follow up with volunteers from Oct. Rebecca Coplon mentioned Burke Centre Conservancy community centers. Jeff Cadel suggested Sterling. If Jeff doesn’t hear back by the end of the month, he will pursue alternate locations.
  - d. March and beyond are open (one internal and one external)
    - i. Edwin works in Food Safety and could present on “What Went Wrong?” with the wide range of recent issues in Food Safety. He could also present on how to do it right.
    - ii. Jackie from HGL is going to be making a presentation at an environmental conference in March on ‘The Use of AI in Record Keeping Systems’. She would be happy to present that to our group after March.
    - iii. Jeff Parnes suggested a non-RO hybrid meeting after March. We lose the feeling of community when we always meet online. He enjoys the Ranger Outings, but we have only met once or twice in person outside of those.