

|                 |   |             |                |                 |        |
|-----------------|---|-------------|----------------|-----------------|--------|
| <b>For</b>      | ASQ Section 0511 Section Leadership Committee Meeting |             |                |                 |        |
| <b>Location</b> | WebEx   |             |                |                 |        |
| <b>Date</b>     | December 11, 2024                                     | <b>Time</b> | 6:00 – 7:00 pm | <b>Duration</b> | 1 hour |

**1. Section Leadership Committee Attendance**

2. Positions in **BOLD** indicate positions required for Section standing by ASQ Section Requirements
3. X indicates the person attended (\* indicates attendance by phone or electronic media)
4. 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> | X               |
| Connie Broadie       | Vice Secretary   | X               |
| Muzaffar Zaffar      | <b>Treasurer</b> | X               |
| Vacant               | Vice Treasurer   | --              |

5. 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>              | --              |
| Edwin Videla       | Arrangements Chair                    | X               |
| Carolyn Miller     | Ranger Outing 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             | Voice of the Customer                 | --              |
| Jeff Parnes        | Electronic Media / Webmaster          | X               |
| Sara McAlpine      | Welcome Chair                         |                 |
| Maria Habib        | Section 0511 Process Improvement Lead | X               |
| Vacant             | Historian                             | --              |
| Jo Collins         | Compliance Officer                    | X               |

| <b>Attendee</b> | <b>Position</b>             | <b>Present?</b> |
|-----------------|-----------------------------|-----------------|
| Mike Beckner    | 2025 VOC and Vice Treasurer | X               |

ASQ Section 0511-Northern Virginia

SLC Meeting Agenda

December 11, 2024

1. Quorum met
2. November 2024 Meeting Minutes approval- approved
3. Budget:
  - a. Reduced from 2- \$1500 to 2-\$750 stipends
  - b. Deficit in budget is approx. \$400
4. Treasurer Report
  - a. December 10, 2024, balance: \$15,602.25 (\$14,037.61 of which is in the ASQ investment fund)
  - b. Investment fund made 37.61 this month.
  - c. Fourth quarterly deposit not yet received.
  - d. All expense reports paid.
  - e. Check Jeff P's approvals – approved.- Check has not yet received
5. Membership Report (need to reverse)- graphic- Jeff C
  - 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. December 2024 paid membership = 315, a 0.9% decrease from November

- i. Lost 2 senior and 2 professional memberships, gained 1 student
  - n. Since April 2023, net loss of 21 seniors and 85 full members (106 total)
    - i. Still no steady-state – overall a downward trend with positive spikes.
- 6. Future Programs:
  - a. December – Audit Division Conference, Maria’s presentation and report from conference
  - b. January – Outgoing Chair’s Annual Report - Ken
  - c. February – Ranger Outing (chocolate factory?)- Carolyn to reach out.
    - i. SLC meeting in a venue, dry run. Follow up with volunteers from October.
  - d. March and beyond are open (one internal and one external program in the works)
    - i. Non-RO hybrid meeting after March
- 7. Jo Collins- New Compliance Officer
  - a. Time to update the by laws

Book virtual meeting for February- 2/12- next meeting decide who can be there. Kings Park library- 430 pm