

RIASQ Leadership Committee Meeting

MINUTES

01/03/19

17:30HRS

NN Inc.

MEETING CALLED BY	Ken Hayes
TYPE OF MEETING	RIASQ 0107 Leadership Committee Monthly Meeting
FACILITATOR	Ken Hayes
SECRETARY	Dean Chapman
ATTENDEES	Chris Cinieri,, Bob McGinn, Joe Malachowski, , John Torrey, John Skory, Rick Fay Steve Massarone, Linda Davey
ABSENT	Mitch Henderson, Bob Soares,. Steve Blanchette
NEXT MEETING LOCATION / DATE	February 07, 2019 at NNINC @ 5:30PM

CHAIR: KEN HAYES

<i>DISCUSSION</i>		
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
<i>Update employer thank you letter</i>	<i>Ken</i>	<i>11/30/18</i>
<i>Nominating Chair not visible to Regional? PAR infraction. Contact John Conner. No response from Conner</i>	<i>Ken</i>	<i>12/31/18</i>
<i>Send to Steve M who is in what role for 2019 and email addresses.</i>	<i>Ken</i>	<i>Complete</i>

VICE CHAIR/PAR: JOE MALACHOWSKI

<i>DISCUSSION</i>		
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
<i>Joe to send suggestions to Steve Massarone</i>	<i>Joe</i>	<i>2/07/19</i>

TREASURER: BOB SOARES / CHRIS CINIERI

<i>DISCUSSION</i>	Information on financial data was sent by Bob Soares	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
<i>Continue Trend membership value % over the past several years for site and newsletter</i>	<i>Bob S</i>	<i>Quarterly</i>

PROGRAM: DEAN CHAPMAN

DISCUSSION	Ken Hayes will speak at the February 2019 meeting on Contingency Planning. Need a speaker for March 2019	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Identify speakers for 2018	Dean	Monthly

PLACEMENT: JOHN SKORY

DISCUSSION	1 job up. Site is current. Continue offering content as member benefit.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

AUDITING: JOHN SKORY

DISCUSSION	Financial audit meeting on 1/21/19 to review expenditures	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ARRANGEMENTS: ROBERT MCGINN

DISCUSSION	Riviera for February dinner meeting (02/21/19) Airport Chelo's maybe for March	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Riviera in February	McGinn	Complete

EXAMINATION CHAIR:

DISCUSSION	Position is vacant, discontinued.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

EDUCATION: KEN, RICK

DISCUSSION	CQE starting on January 8, 2019, 25 enrolled. SPC: 2/11/19? 6 Sigma: 2/25/19? CCT: 2/12/19? CSQP: 3/4/19? CSQE: 3/18/19? CQT: 3/25/19? John Torey = registrar. Rick Fay = liaison (CQE at minimum). Because of Eventbrite registrations no sliding scale pricing. Tom Karn wants to start CCT in February 2019	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Monthly report: courses running, revenue, attendance. Reconciliation Report for revenue	Ken	Ongoing
Continue the search for an Instructor for ISO 9001:2015 Internal Auditor Training. Work with Tom Gray	Ken	Ongoing
Send PO background information to John Torrey	Ken	ASAP

MEMBERSHIP: STEVE BLANCHETTE

DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send membership list to Minuteman Press	Steve B	TBD
Provide Growth and Retention report summary by Section and Region	Steve B	TBD
Send "Welcome" e-mails to new members.	Steve B	TBD

NEWSLETTER/ OUTREACH: BOB SOARES

DISCUSSION	Four newsletters published in 2018.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

WEBSITE: STEVE MASSARONE

DISCUSSION	Job postings up to date. Send a mass email to link to survey. Backpage.riasq.org	
	PERSON RESPONSIBLE	DEADLINE
Remove older than 60 day job posting	Steve M	Ongoing
Place latest newsletter on website	Steve M	Ongoing
Complete restaurant survey content with Mitch and post.	Steve M	1/31/19
Place Education Meeting minutes on the Back Page	Steve M.	Ongoing
Post member value chart	Steve M.	Quarterly

SCHOLARSHIPS: STEVE BLANCHETTE – LINDA DAVEY

DISCUSSION	Linda will call national about policy. Expand membership announcements outside of membership.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Revise SOP to meet ASQ rules and open eligibility if no applications received from members.	Linda	1/3/19
Conduct gap analysis between RIASQ and National	Linda	1/3/19

CERTIFICATION / RECERTIFICATION: JOE MALACHOWSKI

DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

VOICE OF THE CUSTOMER: MITCH HENDERSON

DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Distribute dinner meeting surveys to meeting attendees	Mitch	Monthly
Post dinner meeting survey results on the "Back page" of the website	Mitch	Monthly

LEADERSHIP COMMITTEE ACTIONS

DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Call membership to solicit dinner meeting attendance	Committee	TBD

Meeting adjourned at 1844 hrs.

EMAIL ADDRESSES:

Bob Soares: bsoares@larsontool.com
Dean Chapman: mdchap@verizon.net
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Linda Davey: lindasully@sbcglobal.net
John Torrey: jtorrey@ximedica.com

Assets

QTY	Who has it	Date	Description
1	Ken	12/6/2018	Lenovo Ideapad 330, Windows 10, Office
1	Ken	12/6/2018	Epson HC106 Projector
1	Ken	10/6/2014	Screen
2 dozen	Bob S.	10/6/2014	RI ASQ Golf Balls
several	Dean	10/6/2018	\$10 Dunkin Donuts Gift Cards
12	Bob S.	10/6/2014	RI ASQ Thermoses
1	Josh M.	12/08/2016	CQT Primer (spare)
1	Jim F.	6/1/2016	CQA Solution Guide (text)
1	Jim F.	6/1/2016	CQA Instructor pdf (CD)
1	Mike Vidal	6/1/2016	CQE Electronic Exam (CD)
1	Jim F.	6/1/2016	CSQP Electronic Exam (CD)
1	Jim F.	6/1/2016	CSQP Solution Guide (Text)
1	Jim F.	6/1/2016	CSQP Instructor PDF (CD)
42	Ken H.	10/05/16	ASQ memory sticks
3	Dean	06/01/17	RIASQ bottle openers
1	John	2/1/18	Square I Pad
1	Steve		Past Chair Scroll
1	Bob McG		RIASQ Banner
Lots	Dean	June 2018	RIASQ Golf Shirts