

RIASQ Leadership Committee Meeting

MINUTES

12/6/18

17:30HRS

NN Inc.

MEETING CALLED BY	Ken Hayes
TYPE OF MEETING	RIASQ 0107 Leadership Committee Monthly Meeting
FACILITATOR	Ken Hayes
SECRETARY	Ken Hayes
ATTENDEES	Chris Cinieri,, Bob McGinn, Joe Malachowski, Steve Blanchette, John Torrey, John Skory, Rick Fay.
ABSENT	Dean Chapman, Mitch Henderson, Bob Soares, Steve Massarone, Linda Davey.
NEXT MEETING LOCATION / DATE	January 03, 2019 at NNINC @ 5:30PM

CHAIR: KEN HAYES

<i>DISCUSSION</i>	Employee thank you letter action remains open. Discussed ISO/IATF audits information – only 2017 info available by web searches, 9 major NC areas. 1: IA Competency - will not present topic. 2: TPM : Joe M to consider presenting. 3: Contingency Planning - Ken presenting in February. 4 & 6: NC and CA, Problem Solving – will not present. 5: Risk Analysis? 7: Customer Specific Requirements? 8: Production & Service Provision – will not present. 9: Product Safety – will not present.	
<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>Exam audit trends and ISO findings for dinner meeting topics</i>	<i>Ken</i>	<i>Complete</i>
<i>Nominating Chair not visible to Regional? PAR infraction. Contact John 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>12/31/18</i>

VICE CHAIR/PAR: JOE MALACHOWSKI

<i>DISCUSSION</i>	PAR being discontinued in 2019. No direct contact with membership through member lists after 12/31/18 per GDRP restrictions. Tabled the discussion regarding free guests.	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
<i>Can Eventbrite handle a separate category for a member / guest enrollment for a dinner meeting – YES.</i>	<i>Joe</i>	<i>Complete</i>

TREASURER: BOB SOARES

<i>DISCUSSION</i>	Absent. Financial reports were sent to the leadership team in advance of the meeting, Ken discussed content. No concerns.	
<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	Denise Robitaille will speak at the January dinner meeting at Twelve Acres. Ken Hayes will speak at the February 2019 meeting on Contingency Planning	
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	No activity. Questioned the role of this position under new financial rules in 2019.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ARRANGEMENTS: ROBERT MCGINN

DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Schedule Twelve Acres for January 17 th dinner meeting	McGinn	Complete
Riviera in February?	McGinn	1/3/19

EXAMINATION CHAIR:

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

EDUCATION: KEN, RICK

DISCUSSION	CQE starting on January 8, 2019, nine 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? See Education Committee 11/29/18 meeting minutes. John Torey = registrar. Rick Fay = liaison (CQE at minimum). Because of Eventbrite registrations no sliding scale pricing.	
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

MEMBERSHIP: STEVE BLANCHETTE

DISCUSSION	361 total members as of end of October, 57 unpaid (many probably due to timing), 304 active. MyASQ.com reportedly contains methods to contact members. Unknowns in 2019: certification lists, growth and retention reports, membership lists.	
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: CHRIS CINIERI

DISCUSSION	Four newsletters published in 2018.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop and Publish fall/winter newsletter.	Chris	Complete

WEBSITE: STEVE MASSARONE

DISCUSSION	Absent. Changes in 2019: no PAR, Exam, Recertification Chairs. Audit Chair?	
ACTION ITEMS	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	10/4/18
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 absent.	
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	No Recerts	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

VOICE OF THE CUSTOMER: MITCH HENDERSON

DISCUSSION	Absent.	
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
Identify members that have not been to dinner meetings since last year	Malachowski	Complete
Chart out membership value trends for the last 2 years	Hayes	Complete

Meeting adjourned at 1844 hrs.

EMAIL ADDRESSES:

Bob Soares: bsoares@larsonool.com
Dean Chapman: mdchap@verizon.net
Joe Malachowski; joe.malachowski@nninc.com
Robert McGinn: bmcginn@articool.com
John Skory: jskory@etco.com
Steve Massarone: smassarone@cox.net
Ken Hayes: ken.hayes@us.interplex.com
Chris Cinieri: chris@cinilogix.com
Steve Blanchette : Sblanch498@msn.com
Mitch Henderson: dace222607@gmail.com
Rick Fay: rfay5114@verizon.net
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	10/6/2014	\$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