

# ***RIASQ Leadership Committee Meeting***

## **MINUTES**

04/12/18

17:30HRS

IEP

MEETING CALLED BY	<b>Ken Hayes</b>
TYPE OF MEETING	<b>RIASQ 0107 Leadership Committee Monthly Meeting</b>
FACILITATOR	<b>Ken Hayes</b>
SECRETARY	<b>Ken Hayes</b>
ATTENDEES	<b>Chris Cinieri, Bob McGinn, Mitch Henderson, John Skory, Bob Soares.</b>
ABSENT	<b>Jim Fatkin, Joe Malachowski, Steve Blanchette, Steve Massarone, Dean Chapman.</b>
NEXT MEETING LOCATION / DATE	<b>May 03, 2018 at NN Precision @ 5:30pm</b>

***CHAIR: KEN HAYES***

<b><i>DISCUSSION</i></b>	Minutes from 3/1/18 meeting were accepted. Ken cannot attend the World Quality Conference due to schedule conflicts. John Connor has been advised. Discussed Transformation Overview March18 presentation sent by John Connor and Taking Action on Transformation content from Linked In Member Leaders discussions. Josh Mello resigned as Education Chair effective 3/26/18.	
<b><i>ACTION ITEMS</i></b>	<b><i>PERSON RESPONSIBLE</i></b>	<b><i>DEADLINE</i></b>
<i>Advertise for Education Chair</i>	<i>Ken</i>	<i>5/3/18</i>
<i>Retrieve ASQ credit card from Josh.</i>	<i>Ken</i>	<i>5/3/18</i>
<i>Send to Steve M updated PAR and Transformation content to post on web site.</i>	<i>Ken</i>	<i>4/27/18</i>

***VICE CHAIR/PAR: JOE MALACHOWSKI***

<b><i>DISCUSSION</i></b>	Absent. The section achieved Silver status for 2017 PAR. Nobody was able to open the artwork sent by ASQ because they were either corrupt or MAC based.	
<b><i>ACTION ITEMS</i></b>	<b><i>PERSON RESPONSIBLE</i></b>	<b><i>DEADLINE</i></b>
<i>Contact ASQ regarding PAR Silver artwork. Get PC based files.</i>	<i>Ken</i>	<i>5/3/18</i>
<i>Send Steve B. the attendee list from the recent dinner meetings</i>	<i>Joe</i>	<i>Comp</i>
<i>Coach Chris on sending out email to members</i>	<i>Joe</i>	<i>Comp</i>

***TREASURER: BOB SOARES***

<b><i>DISCUSSION</i></b>	Reviewed Quarter 1 report. The numbers balanced. Working with Kyle Winchell at Santander, Park Street, Attleboro to update authorized account signers to be the current slate. Remove Jen Evans and Josh Mello.	
<b><i>ACTION ITEMS</i></b>	<b><i>PERSON RESPONSIBLE</i></b>	<b><i>DEADLINE</i></b>
<i>Contact Jen Evans to change Santander bank account.</i>	<i>Bob S</i>	<i>Comp</i>
<i>Finalize the 1Q18 financial report, obtain signatures, and send to ASQ.</i>	<i>Bob S</i>	<i>4/30/18</i>
<i>Contact Santander in Bristol to become authorized signer on ASQ account.</i>	<i>Ken</i>	<i>4/14/18</i>
<i>Review old files to trend membership value % over the past several years.</i>	<i>Bob S, Ken, John</i>	<i>5/3/18</i>

**PROGRAM: DEAN CHAPMAN**

<b>DISCUSSION</b>	April tour is Crooked Current in Pawtucket, RI. May meeting speaker will come from Quality Support Group. Planning for Mulligan's Island in June but they are booked on 6/21/18. Need input from all on potential Speakers/Tours for remainder on the year. Mitch discussed possibility of a future presentation by Lifespan.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Identify speakers for 2017 schedule. (Get info for March to B. McGinn. ASAP)	Dean	Monthly
Minuteman postage or bulk postage options, and post card options	Dean	Follow up
Send a note to Olde Colony Chair for joint May meeting (note sent no response)	Dean	?????
Send invoice template to Josh	Dean	Comp
Follow up with Mitch for Lifespan presentation later this year.	Dean	5/3/18

**PLACEMENT: JOHN SKORY**

<b>DISCUSSION</b>	Mitch noted that the VA will soon be hiring 11 CSSBB openings.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Follow up with Mitch for VA posting contacts.	John	5/3/18

**AUDITING: JOHN SKORY**

<b>DISCUSSION</b>	N/A	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**ARRANGEMENTS: ROBERT MCGINN**

<b>DISCUSSION</b>	April 2018 is Twin Pizza at Crooked Current. Planning on LeFoyer for May, possibly Riviera as a backup.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Contact Mulligan's Island to identify alternate dates since 6/21/18 is not open.	Bob M	5/3/18
Confirm May dinner at Lefoyer.	Bob M	4/20/18

**EXAMINATION CHAIR: JIM FATKIN**

<b>DISCUSSION</b>	Absent	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Publish Past List	Jim	Quarterly

**EDUCATION: JOSH MELLO**

<b>DISCUSSION</b>	Josh Mello resigned as Education Chair effective 3/26/18. Ken is acting Education Chair until a replacement is identified. Jacky Makuch (Acushnet) inquired on 4/11 about CQA refresher at their site, 7 potential students. Bob Imbruglio inquired in late March about ISO 9001:2015 Internal Auditor training. Received one inquiry for CSSGB refresher on 4/11 from Roy Stoflet. Received one inquiry for CQT refresher from Barbara Levitt (Acushnet). Open balances still exist from four CQE students, three are DePuy, Mansfield. Ken is working with Josh to receive payment.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

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 Karn	Ken	4/27/18
FMEA, ISO 9001 opportunities	Ken	Ongoing
Schedule Education brainstorming meeting	Josh	Closed
Follow-up on open "PO" from CQE course. Create invoice to "Bill".	Ken	4/28/18
Close out CQE finances and alert Bob S. on particulars.	Ken, Josh	02/28/18
Identify/qualify CQA instructor: 1 = Jim Fatkin, 2 = Tony DeMarinis, 3 = Tom Karn, 4 = Chris Cinieri	Ken	5/3/18
Confirm CQA timing/pricing with Acushnet.	Ken	4/28/18

**MEMBERSHIP: STEVE BLANCHETTE**

<b>DISCUSSION</b>	Absent. Provided updated reports.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Send membership list to Minuteman Press	Steve	Monthly
Provide Growth and Retention report summary by Section and Region	Steve	02/28/18 and Monthly thereafter
Send "Welcome" e-mails to new members.	Steve	As required

**NEWSLETTER/ OUTREACH: CHRIS CINIERI**

<b>DISCUSSION</b>	Not receiving any information from members for 5 questions profile section.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Develop and Publish Spring newsletter. Include segment on 2017 PAR Silver award.	Chris	5/31/18

**WEBSITE: STEVE MASSARONE**

<b>DISCUSSION</b>	Absent. Web site postings are current. Survey responses results spreadsheet emailed to the leadership team. Google docs link did not work. Web site front page new design approved. Directions to access web site backpage emailed to the leadership team by Steve.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Remove older than 60 day job posting	Steve M	Ongoing
Place latest newsletter on website	Steve M	Ongoing
Set-up communications link	Steve M	02/28/18
Update web site front page.	Steve M	5/3/18
Repair Google docs link from survey.	Steve M	5/3/18
Update PAR Silver and Transformation content on web site when sent by Ken.	Steve M	5/3/18

**SCHOLARSHIPS: STEVE BLANCHETTE**

<b>DISCUSSION</b>	Scholarship information has been posted on the website. Will keep the Robert Monahan/Sidney Clark scholarship name until further study can be conducted.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Review scholarship information as received for acceptable content per procedure.	Steve	On-going

--	--	--

**CERTIFICATION / RECERTIFICATION: JOE MALACHOWSKI**

<b>DISCUSSION</b>	Absent	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**VOICE OF THE CUSTOMER:  
MITCH HENDERSON**

<b>DISCUSSION</b>	Consider benchmarking previous VOC reports published by Ann Dickson.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Distribute dinner meeting surveys to meeting attendees	Mitch	Monthly
Post dinner meeting survey results on the "Back page" of the website	Mitch	Monthly
Forward previous VOC info to Mitch.	Chris, Ken	5/3/18

**LEADERSHIP COMMITTEE ACTIONS**

<b>DISCUSSION</b>	Suspect that a member leader's email was hacked based on a solicitation received by Bob Soares.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
All Officers and Chairs are to change their Go Daddy email passwords. Steve to assist as needed.	Leadership Team	4/28/18

**Meeting adjourned at 1937 hrs.**

**EMAIL ADDRESSES:**

Bob Soares: [bsoares@larsontool.com](mailto:bsoares@larsontool.com)  
 Dean Chapman: [mdchap@verizon.net](mailto:mdchap@verizon.net)  
 Joe Malachowski; [joe.malachowski@nninc.com](mailto:joe.malachowski@nninc.com)  
 Josh Mello: [riasegeducation@outlook.com](mailto:riasegeducation@outlook.com)  
 Jim Fatkin: [jim.fatkin@cox.net](mailto:jim.fatkin@cox.net)  
 Robert McGinn: [bmcginn@artictool.com](mailto:bmcginn@artictool.com)  
 John Skory: [jskory@etco.com](mailto:jskory@etco.com)  
 Steve Massarone: [smassarone@cox.net](mailto:smassarone@cox.net)  
 Ken Hayes: [ken.hayes@us.interplex.com](mailto:ken.hayes@us.interplex.com)  
 Chris Cinieri: [chris@cinilogix.com](mailto:chris@cinilogix.com)  
 Steve Blanchette : [steveb@aicompanies.com](mailto:steveb@aicompanies.com)  
 Mitch Henderson: [dace222607@gmail.com](mailto:dace222607@gmail.com)

## Assets

QTY	Who has it	Date	Description
1	Ken	11/5/2016	Dell Laptop - Windows XP, access...
1	Ken	11/5/2016	Projector
1	Ken	10/6/2014	Screen
2 dozen	Bob S.	10/6/2014	RI ASQ Golf Balls
several	Bob S.	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)
			ASQ memory sticks
42	Ken H.	10/05/16	
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