

RIASQ Leadership Committee Meeting

MINUTES

05/03/18

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, John Skory, Bob Soares, Joe Malachowski, Steve Blanchette, Steve Massarone, Dean Chapman (phone).
ABSENT	Jim Fatkin, Mitch Henderson.
NEXT MEETING LOCATION / DATE	June 07, 2018 at NN Precision @ 5:30pm

CHAIR: KEN HAYES

<i>DISCUSSION</i>	Minutes from 4/12/18 meeting were accepted. No update from WCQI is available yet. Reviewed the Transition letter prefacing select slides from John Connor's presentation and the Taking Action on Transformation article will be posted. Each will be posted to the site and newsletter.	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
<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>Complete</i>

VICE CHAIR/PAR: JOE MALACHOWSKI

<i>DISCUSSION</i>	Ken contacted PAR regarding the artwork, no response yet. Reviewed all current PAR tasks. Verbiage in #1 and #11 were modified slightly for clarification. Meeting Education goals will be a challenge due to limited offerings so far.	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
<i>Contact ASQ regarding PAR Silver artwork. Get PC based files.</i>	<i>Ken</i>	<i>Complete</i>
<i>Send PAR revisions to Regional.</i>	<i>Joe</i>	<i>6/7/18</i>

TREASURER: BOB SOARES

<i>DISCUSSION</i>	Kyle Winchell at Santander, Park Street, Attleboro could not attend the meeting to obtain signatures to update authorized account signers to be the current slate. Remove Jen Evans and Josh Mello. Signing the proposed letter is of no consequence. Also having problems with Santander online access. Considered firing Santander. Tabled due to pending financial restructure with Transition.	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
<i>Conclude Santander account authorized signers, online access.</i>	<i>Bob S</i>	<i>6/7/18</i>
<i>Finalize the 1Q18 financial report, obtain signatures, and send to ASQ.</i>	<i>Bob S</i>	<i>Complete</i>
<i>Contact Santander in Bristol to become authorized signer on ASQ account.</i>	<i>Ken</i>	<i>Complete</i>
<i>Trend membership value % over the past several years for site and newsletter</i>	<i>Bob S, Ken, John</i>	<i>5/3/18</i>

PROGRAM: DEAN CHAPMAN

DISCUSSION	May meeting speaker will come from Quality Support Group. Past Chairs have been contacted to attend. Mulligan's Island confirmed for 6/21/18. Need input from all on potential Speakers/Tours for remainder on the year. Bob Soares discussed Bruce Hamilton possibly presenting in October. Considered asking Acushnet for a tour.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Identify speakers for 2017 schedule. (<u>Get info for March to B. McGinn. ASAP</u>)	Dean	Monthly
Minuteman postage or bulk postage options, and post card options	Dean	Follow up
Send a note to Olde Colony Chair for joint meeting – Red X (note sent no response)	Dean/Ken	6/7/18
Contact Bruce Hamilton for October, Acushnet for future tour.	Dean	6/7/18
Follow up with Mitch for Lifespan presentation later this year.	Dean	5/3/18
Purchase golf shirts for Mulligan's Island giveaway.	Dean	6/7/18

PLACEMENT: JOHN SKORY

DISCUSSION	Four openings are posted.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Follow up with Mitch for VA posting contacts.	John	5/3/18

AUDITING: JOHN SKORY

DISCUSSION	N/A	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ARRANGEMENTS: ROBERT MCGINN

DISCUSSION	LeFoyer confirmed for May. Discussed meal options for Mulligan's Island. Voted to approve funding for Summertime menu (>\$30/person admission), lawn games, mini golf.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact Mulligan's Island to identify alternate dates since 6/21/18 is not open.	Bob M	Complete
Confirm May dinner at Lefoyer.	Bob M	Complete

EXAMINATION CHAIR: JIM FATKIN

DISCUSSION	1 CQE from the class took the exam and passed	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send pass list provided by Jim to Chris (newsletter) and Steve (web site)	Ken	5/12/18

EDUCATION: VACANT

DISCUSSION	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,	
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	Mansfield. Ken is working with Josh to receive payment. Need 5 classes advertised per year to meet PAR. Discussed feedback from Tony DeMarinis about instructor compensation gap. Has been stagnant for last 10 years. Need to.	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
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	4/27/18
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 Gray, 4 = Chris Cinieri	Ken	5/3/18
Confirm CQA timing/pricing with Acushnet.	Ken	4/28/18
Review ASQ benchmark info, break-even point, prices charged previously, and structure to revise: facility, materials, instructor, travel, N/C seats, margin.	Ken	6/7/18

MEMBERSHIP: STEVE BLANCHETTE

<i>DISCUSSION</i>	Absent. Provided electronic updated reports. Considered Rick Fay for ASQ Fellow, all agreed to contact him.	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
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
Contact Rick Fay for consideration as Fellow, start application process.	Ken/Joe	6/7/18

NEWSLETTER/ OUTREACH: CHRIS CINIERI

<i>DISCUSSION</i>	Ken to provide information for 5 questions profile section. Chris says he was able to open a PAR Silver artwork file.	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
Develop and Publish Spring newsletter. Include segment on 2017 PAR Silver award.	Chris	5/31/18
Send PAR artwork file to the team.	Chris	5/12/18

WEBSITE: STEVE MASSARONE

<i>DISCUSSION</i>	Discussed the content to be included in the communications link: VOC, dinner meeting, and class surveys; leadership minutes, PAR status, MV spend info/trends. PAR Silver and Transformation content not received from Ken until 5/3.	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
Remove older than 60 day job posting	Steve M	Ongoing
Place latest newsletter on website	Steve M	Ongoing
Set-up communications link	Steve M	Complete
Update web site front page.	Steve M	Complete
Repair Google docs link from survey.	Steve M	Complete
Update PAR Silver and Transformation content on web site when sent by Ken.	Steve M	5/17/18

SCHOLARSHIPS: STEVE BLANCHETTE

<i>DISCUSSION</i>	No scholarship applicants received before deadline. Decided to not modify the scholarship criteria (i.e. raffle to currently registered students) due to conflict with SOP reviewed/endorsed by headquarters.	
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<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>

CERTIFICATION / RECERTIFICATION: JOE MALACHOWSKI

<i>DISCUSSION</i>	Provided update. No new actions.	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>

**VOICE OF THE CUSTOMER:
MITCH HENDERSON**

<i>DISCUSSION</i>	Consider benchmarking previous VOC reports published by Ann Dickson.	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
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.	Ken	5/17/18
Review membership survey responses, publish report, propose action items.	Mitch	6/7/18

LEADERSHIP COMMITTEE ACTIONS

<i>DISCUSSION</i>	Suspect that a member leader's email was hacked based on a solicitation received by Bob Soares.	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
All Officers and Chairs are to change their Go Daddy email passwords. Steve to assist as needed.	Leadership Team	5/17/18

Meeting adjourned at 1921 hrs.

EMAIL ADDRESSES:

Bob Soares: bsoares@larsontool.com
 Dean Chapman: mdchap@verizon.net
 Joe Malachowski: joe.malachowski@nninc.com
 Josh Mello: riasgeducation@outlook.com
 Jim Fatkin: jim.fatkin@cox.net
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 Steve Massarone: smassarone@cox.net
 Ken Hayes: ken.hayes@us.interplex.com
 Chris Cinieri: chris@cinilogix.com
 Steve Blanchette : steveb@aicompanies.com
 Mitch Henderson: 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