

# ***RIASQ Leadership Committee Meeting***

## **MINUTES**

08/09/18

17:30HRS

IEP Inc

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>Dean Chapman</b>
ATTENDEES	<b>Chris Cinieri, Bob Soares, Mitch Henderson, Rick Fay</b>
ABSENT	<b>Jim Fatkin, Steve Massarone, Bob McGinn, John Skory, Joe Malachowski, Steve Blanchette,</b>
NEXT MEETING LOCATION / DATE	<b>September 06, 2018 at NN Precision @ 5:30pm</b>

### ***CHAIR: KEN HAYES***

<i>DISCUSSION</i>		
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
Advertise for Education Chair	Ken	Ongoing
Retrieve ASQ credit card from Josh. OPEN	Ken	Complete
Send note to ASQ National requesting guidance	Ken	7/7/18
Resend link for EU training	Ken	06/14/18

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

<i>DISCUSSION</i>		
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
Send PAR revisions to Regional.	Joe	6/7/18
Post call for nominations	Joe	Complete

### ***TREASURER: BOB SOARES***

<i>DISCUSSION</i>		
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
Q1 / Q2 Financials to ASQ with acceptance notification	Bob S	Complete
Continue Trend membership value % over the past several years for site and newsletter	Bob S, Ken, John	Ongoing
Prepare budget for 2019	Bob S	October 2018

**PROGRAM: DEAN CHAPMAN**

<b>DISCUSSION</b>	September will be Bruce Hamilton at Venus DeMilo. Lining up Acushnet tour with Janet Goulet. Expect limit to 30 participants. Because of length of tours will be 1700hrs, 1715hrs, and 1730hrs. Date to be identified. Tour length about 1 hour 15 minutes. Bob McGinn to start to identify a close location for dinner.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Identify speakers for 2018	Dean	Monthly
Follow up with Mitch for Lifespan presentation later this year.	Dean	Complete
Contact Acushnet for possible tour for November 29018	Dean	Complete
Finish planning for Acushnet Tour in October	Dean	8/31/18
Obtain price for DLP and advise	Dean	07/31/18

**PLACEMENT: JOHN SKORY**

<b>DISCUSSION</b>	No report	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**AUDITING: JOHN SKORY**

<b>DISCUSSION</b>	No report	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**ARRANGEMENTS: ROBERT MCGINN**

<b>DISCUSSION</b>	Venus DeMilo for September dinner meeting is scheduled	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**EXAMINATION CHAIR: JIM FATKIN**

<b>DISCUSSION</b>	No Report	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**EDUCATION: VACANT- KEN ACTING**

<i>DISCUSSION</i>		
<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	Ongoing
Follow-up on open "PO" from CQE course. Create invoice to "Bill".	Ken	Complete
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>		
No Update		
<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

**NEWSLETTER/ OUTREACH: CHRIS CINIERI**

<i>DISCUSSION</i>		
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
Develop and Publish next newsletter.	Chris	August 2018

**WEBSITE: STEVE MASSARONE**

<i>DISCUSSION</i>		
<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

**SCHOLARSHIPS: STEVE BLANCHETTE**

<i>DISCUSSION</i>	No candidate for this year.	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>

**CERTIFICATION / RECERTIFICATION: JOE MALACHOWSKI**

<i>DISCUSSION</i>	No Update	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>

**VOICE OF THE CUSTOMER:  
MITCH HENDERSON**

<i>DISCUSSION</i>	Mitch provided another indepth analysis of dinner meetings.	
<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

**LEADERSHIP COMMITTEE ACTIONS**

<i>DISCUSSION</i>		
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>

**Meeting adjourned at 1857 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)
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- Steve Blanchette : [steveb@aicompanies.com](mailto:steveb@aicompanies.com)
- Mitch Henderson: [dace222607@gmail.com](mailto:dace222607@gmail.com)

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
Lots	Dean	June 2018	RIASQ Golf Shirts