

# ***RIASQ Leadership Committee Meeting***

## **MINUTES**

08/15/19

17:30HRS

NN 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 Ciniere, Bob McGinn, Joe Malachowski, , Bob Soares. John Skory Steve Blanchette, Rick Fay, Mitch Henderson</b>
ABSENT	<b>John Torrey Steve Massarone</b>
NEXT MEETING LOCATION / DATE	<b>Sep 05, 2019 at IEP (Ken's place) @ 5:30PM</b>

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

<b><i>DISCUSSION</i></b>	Leadership team outing at Bob S. house. Catered by Morin's		
<b><i>ACTION ITEMS</i></b>	<b><i>PERSON RESPONSIBLE</i></b>	<b><i>DEADLINE</i></b>	
Update employer thank you letter	Ken	11/30/18	
Review nomination chair as UPAD – send trend SS to CC	Ken		
Contact Connor to increase C Cards from \$500 to \$1000	Ken	09/05/19	
Send draft of PMA Outing to Massarone	Ken	09/05/19	

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

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

### ***TREASURER: CHRIS CINIERI***

<b><i>DISCUSSION</i></b>	Chris provided financial update. Total \$41K Santander, Bill Highway		
<b><i>ACTION ITEMS</i></b>	<b><i>PERSON RESPONSIBLE</i></b>	<b><i>DEADLINE</i></b>	
Continue Trend membership value % over the past several years for site and newsletter	Ciniere.	Quarterly	
Must complete move out of Santander by 12/31. Bill Highway = clover = alternative similar fees	Ciniere		

### ***PROGRAM: DEAN CHAPMAN***

<b><i>DISCUSSION</i></b>	Newport Craft Brewing & Distillery for September. Angelo will be providing a speaker for October.		
<b><i>ACTION ITEMS</i></b>	<b><i>PERSON RESPONSIBLE</i></b>	<b><i>DEADLINE</i></b>	

Identify speakers for 2019-2020	Dean	Monthly
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**PLACEMENT: JOHN SKORY**

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

**AUDITING: JOHN SKORY**

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

**ARRANGEMENTS: ROBERT MCGINN**

<b>DISCUSSION</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Identify a place to eat for the September dinner meeting.. maybe Applebees	McGinn	Complete
Look into Davenports for arrangement possibility	McGinn	

**EDUCATION: KEN, RICK**

<b>DISCUSSION</b>	Greenbelt postponed until Fall 2019	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Monthly report: courses running, revenue, attendance. Reconciliation Report for revenue	Ken	Ongoing
Provide updated content for Education page to Steve Massarone	Ken / Rick	ASAP
Follow Jim Shore in reference to CSQP. Was not posted at EB.		

**MEMBERSHIP: STEVE BLANCHETTE**

<b>DISCUSSION</b>	Steve emailed data.. 304 > 286 members. Sections are down. Even Worcester has dropped. Down 11%	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Send membership list to Minuteman Press	Steve B	TBD
Send "Welcome" e-mails to new members.	Steve B	TBD

**NEWSLETTER/ OUTREACH: BOB SOARES**

<b>DISCUSSION</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Plan to complete newsletter by end of June	Bob S.	Complete
Plan for October newsletter	Bob S.	10/15/19

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**WEBSITE: STEVE MASSARONE**

<b>DISCUSSION</b>	No change	
	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Investigate emailing newsletter	Steve M	
Place latest newsletter on website	Steve M	Ongoing
Place Education Meeting minutes on the Back Page	Steve M	Ongoing
Post member value chart	Steve M	Quarterly
Work with Mitch to get diner meeting surveys on the website	Steve M	ASAP

**SCHOLARSHIPS: STEVE BLANCHETTE**

<b>DISCUSSION</b>	Scholarship awarded in June 2019	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

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**VOICE OF THE CUSTOMER: MITCH HENDERSON**

<b>DISCUSSION</b>		
<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
Add area on the dinner meeting survey to solicit whether they are a new member	Mitch	Complete
Alert Ken when a new member attends the dinner meeting	Mitch	Ongoing
Assemble a PowerPoint presentation on the benefits of the RIASQ	Mitch	12/01/19

**LEADERSHIP COMMITTEE ACTIONS**

<b>DISCUSSION</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Call membership to solicit dinner meeting attendance	Committee	TBD

**Meeting adjourned at 1844 hrs.**

**EMAIL ADDRESSES:**

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Dean Chapman: [mdchap@verizon.net](mailto:mdchap@verizon.net)  
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John Torrey: [jtorrey@ximedica.com](mailto: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
3 sleeves	Bob S.	10/6/2014	RI ASQ Golf Balls
2	Dean	10/6/2018	\$10 Dunkin Donuts Gift Cards
1	Bob S.	10/6/2014	RI ASQ Thermoses
1	Josh M.	12/08/2016	CQT Primer (spare)
1	Ken	6/1/2016	CQA Solution Guide (text)
1	Ken	6/1/2016	CQA Instructor pdf (CD)
1	Mike Vidal	6/1/2016	CQE Electronic Exam (CD)
1	Ken H.	6/1/2016	CSQP Electronic Exam (CD)
1	Ken H.	6/1/2016	CSQP Solution Guide (Text)
1	Ken H.	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	Chris	2/1/18	Square I Pad
1	Steve		Past Chair Scroll
1	Bob McG		RIASQ Banner
Lots	Dean	June 2018	RIASQ Golf Shirts

2 boxes

Dean

June 2019

RIASQ Leather notepads