

RIASQ Leadership Committee Meeting

MINUTES

09/13/18

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 Soares, Rick Fay, Steve Massarone, Bob McGinn, John Skory, Joe Malachowski, Steve Blanchette
ABSENT	Dean Chapman, Mitch Henderson.
NEXT MEETING LOCATION / DATE	October 4, 2018 at NN Precision @ 5:30pm

CHAIR: KEN HAYES

<i>DISCUSSION</i>	Response to GDPR restrictions request received on 8/17/18 from Laurie Geisel was that the systems are not yet in place to support member communications and Section records through HQ servers. Continue previous practices until further notice. Next Transformation webinar and leader training dates/times have not yet been set.	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
<i>Advertise for Education Chair</i>	<i>Ken</i>	<i>Complete</i>
<i>Send note to ASQ National requesting guidance on GDPR</i>	<i>Ken</i>	<i>Complete</i>
<i>Resend link for EU training</i>	<i>Ken</i>	<i>Complete</i>
<i>Check ASQ Member Leaders page for Section growth strategies and forward to leadership team.</i>	<i>Ken</i>	<i>9/21/18</i>

VICE CHAIR/PAR: JOE MALACHOWSKI

<i>DISCUSSION</i>	Reviewed and edited 2018 PAR content for 2019.	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
<i>Send PAR revisions to Regional.</i>	<i>Joe</i>	<i>Complete</i>
<i>Update 2019 PAR proposals into 2019 budget submission.</i>	<i>Joe</i>	<i>9/30/18</i>

TREASURER: BOB SOARES

<i>DISCUSSION</i>	Have collected all past due registrations from last CQE class. Bob will be late to next DM. Transfer Square to Joe M before the DM.	
<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, Ken, John</i>	<i>Ongoing</i>
<i>Prepare and submit budget for 2019</i>	<i>Bob S</i>	<i>9/30/18</i>

PROGRAM: DEAN CHAPMAN

DISCUSSION	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.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Identify speakers for 2018	Dean	Monthly
Finish planning for Acushnet Tour in October	Dean	Complete
Obtain price for DLP and advise	Dean	07/31/18
Add a note to the Oct DM flyer that recert will change to online only starting 1/1/19.	Dean	9/17/18

PLACEMENT: JOHN SKORY

DISCUSSION	Low activity. 4 postings on RIASQ.org.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Consider PAR metric for Placement: 75% of posting up on site within 48 hours of receipt?	John	9/30/18

AUDITING: JOHN SKORY

DISCUSSION	No activity	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ARRANGEMENTS: ROBERT MCGINN

DISCUSSION	Venus DeMilo for September dinner meeting is scheduled. Planned for 40 attending. Joint meeting with ASM. White's planned for October.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Finalize DM location arrangements for November (Macera's? Capacity of 80)	Bob	10/4/18

EXAMINATION CHAIR: JIM FATKIN

DISCUSSION	Retired from ASQ and leadership team on 8/19/18. Responsibilities will be handled as collateral duties due to CBT.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

EDUCATION: KEN, RICK

DISCUSSION	Rick Fay joined the leadership team as Education Co-Chair. Has benchmarked instructor pay of some neighboring Sections: RIASQ pay is low. Team decided the Education Chair can negotiate pay scale as needed and adjust course prices accordingly to maintain profitability. Team vote is needed only if a course would run at a loss. CQE will advertise and run later in CY 18 or start of CY19. Need to advertise at least 4 more to meet PAR. Considering decreasing duration, RU's may be affected.	
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
Close out CQE finances and alert Bob S. on particulars.	Ken	Complete
Identify/qualify CQA instructor: 1 = Tony DeMarinis, 2 = Tom Gray, 3 = 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

DISCUSSION	309 members, up 3.34% from previous 12 month average.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send membership list to Minuteman Press	Steve B	Monthly
Provide Growth and Retention report summary by Section and Region	Steve B	Monthly
Send "Welcome" e-mails to new members.	Steve B	As required

NEWSLETTER/ OUTREACH: CHRIS CINIERI

DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop and Publish summer newsletter.	Chris	Complete
Develop and Publish fall/winter newsletter.	Chris	10/31/18

WEBSITE: STEVE MASSARONE

DISCUSSION	Debated the content that should appear in What's New and Member Communications.	
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

SCHOLARSHIPS: STEVE BLANCHETTE

DISCUSSION	No candidate for this year.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Revise SOP to meet ASQ rules and open eligibility if no applications received from members.	Steve B	11/1/18

CERTIFICATION / RECERTIFICATION: JOE MALACHOWSKI

DISCUSSION	Per Friday Fast Facts all recertifications will be online only starting 1/1/19, eliminating this position. Information has been posted to the web site.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send DM Flyer notification content to Dean.	Joe	9/14/18

VOICE OF THE CUSTOMER: MITCH HENDERSON

DISCUSSION	No report.		
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	Decided to not buy a new laptop.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Investigate the price of a new projector and the most cost effective but functional device to drive it.	Ken	10/4/18	

Meeting adjourned at 1920 hrs.

EMAIL ADDRESSES:

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 Dean Chapman: mdchap@verizon.net
 Joe Malachowski: joe.malachowski@nninc.com
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 Ken Hayes: ken.hayes@us.interplex.com
 Chris Cinieri: chris@cinilogix.com
 Steve Blanchette : Sblanch498@msn.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)
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