

RIASQ Leadership Committee Meeting

MINUTES

09/09/21

17:30HRS

Joe's Place.

MEETING CALLED BY	Chris Cinieri
TYPE OF MEETING	RIASQ 0107 Leadership Committee Monthly Meeting
FACILITATOR	
SECRETARY	Dean Chapman
ATTENDEES	Joe Malachowski, Ken Hayes, Jane Pilz, Steve Blanchette, Rick Fay, Annie Unger
ABSENT	Steve Massarone, , John Skory; John Torrey
NEXT MEETING LOCATION / DATE	07 Oct, 2021 MWComponents @ 5:30PM

WELCOME ANNIE !!

CHAIR: CHRIS CINIERI

<i>DISCUSSION</i>		
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
Allocate money for minute man account	Cinieri	
Look at WebEx account for webinars	Cinieri	
Consider tour at Boors Head (Danelly)	Cinieri	2Q22

VICE CHAIR/PAR:

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

TREASURER: KEN HAYES

<i>DISCUSSION</i>	Ken sent treasurer report. He discussed an explained Bill Highway in detail	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
Provide check to Rick Fay	Hayes	Complete

PROGRAM: DEAN CHAPMAN

<i>DISCUSSION</i>		
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
<i>Identify webinars for 2021-2022</i>	<i>Chapman</i>	<i>Monthly</i>
<i>Discussions with Steve Gardiner, Denise Robitaille, and Tony DiMarinis for webinars</i>	<i>Chapman</i>	<i>Ongoing</i>

PLACEMENT: JOHN SKORY

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

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

ARRANGEMENTS: JOE MALACHOWSKI

<i>DISCUSSION</i>	No arrangements short term because of National shutdown of meetings. 21 had signed up for 12 Acres	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>

EDUCATION: RICK FAY

<i>DISCUSSION</i>	Caroline finished CQE. Planning for education team meetings. There have been comments from CQE about the need for more basic statistics courses. Also a comment about recording classes. CQE was 1 ½ hours long twice per week. Many favorable comments from the students.	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
<i>Monthly report: courses running, revenue, attendance. Reconciliation Report for revenue</i>	<i>Rick</i>	<i>Ongoing</i>

MEMBERSHIP: STEVE BLANCHETTE

<i>DISCUSSION</i>		
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
<i>Send membership list to Minuteman Press (when dinner meeting is planned)</i>	<i>Steve B</i>	<i>ongoing</i>

NEWSLETTER/ OUTREACH: OPEN

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

WEBSITE: STEVE MASSARONE

<i>DISCUSSION</i>	Back page data must be migrated to Sharepoint before loss of website. You can sign up for the ASQ office 365 account. Information to share goes on myASQ.org	
	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
<i>Place latest newsletter on website</i>	<i>Massarone</i>	<i>Ongoing</i>
<i>Place Education Meeting minutes on the Back Page</i>	<i>Massarone</i>	<i>Ongoing</i>
<i>Post member value chart</i>	<i>Massarone</i>	<i>Quarterly</i>
<i>Move all back page information/photos to Sharepoint</i>	<i>Massarone</i>	<i>9/20/21</i>
<i>Move RIASQ Scholarship award to myASQ</i>	<i>Massarone</i>	<i>ASAP</i>

JIM FATKIN ROBERT MCGINN SCHOLARSHIP: JANE PILZ

<i>DISCUSSION</i>	Scholarship was awarded	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
<i>Start process of 2022 scholarship</i>	<i>Pilz</i>	
<i>Verify address for scholarship award recipient</i>	<i>Pilz</i>	<i>9/20/21</i>
<i>Place certificate on Site</i>	<i>Cinieri</i>	<i>9/20/21</i>

VOICE OF THE CUSTOMER: ANNIE UNGER

<i>DISCUSSION</i>		
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
<i>Distribute dinner meeting surveys to meeting attendees</i>		<i>Monthly</i>
<i>Post dinner meeting survey results on the "Back page" of the website. (send data to Massarone)</i>		<i>Monthly</i>

LEADERSHIP COMMITTEE ACTIONS

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

Meeting adjourned at 1851 hrs.

2021 LEADERSHIP COMMITTEE:

Chris Cinieri - RIASQ Section 0107 Chairman Slate 2022
John Torrey: Nominating Chair Slate 2022
Dean Chapman: Secretary, Program Chair Slate 2022
Ken Hayes: Treasurer Slate 2022
Joe Malachowski: Arrangements Chair Slate 2022
Steve Blanchette: Membership Chair Slate 2022
Steve Massarone: my ASQ Community (website) Slate 2022
Rick Fay: Education Chair Slate 2022
Open: Newsletter Chair
Jane Pilz: Scholarship Chair Slate 2022
John Skory: Placement Slate 2022
Annie Unger: Voice of the Customer Chair Slate 2022

Slate 2022: Members for 2022 Leadership Committee

EMAIL ADDRESSES:

Dean Chapman: mdchap@verizon.net; dean.chapman@dfamilk.com
Joe Malachowski; joe.malachowski@mwcomponents.com
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Chris Cinieri: chris@cinilogix.com
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Jane Pilz: janepilz@cox.net
Rick Fay: rfay5114@verizon.net
John Torrey: jtorrey@ximedica.com
Annie Unge: anniemath328@gmail.com

Assets

QTY	Who has it	Date	Description
1	Chris	12/6/2018	Lenovo Ideapad 330, Windows 10, Office
1	Chris	12/6/2018	Epson HC106 Projector
1	Chris	10/6/2014	Screen
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
1	Steve B.		Past Chair Scroll
1	Joe M.		RIASQ Banner
Lots	Dean	June 2018	RIASQ Golf Shirts
1 ½ bx	Dean	June 2019	RIASQ Leather Notepads
1	John S.	Oct 6 2014	RI ASQ Thermoses

