

RIASQ Leadership Committee Meeting

MINUTES

10/04/18

17:30HRS

NN Inc

MEETING CALLED BY	Ken Hayes
TYPE OF MEETING	RIASQ 0107 Leadership Committee Monthly Meeting
FACILITATOR	Ken Hayes
SECRETARY	Dean Chapman
ATTENDEES	Chris Cinieri, Rick Fay, Bob McGinn, Joe Malachowski,
ABSENT	Mitch Henderson. Bob Soares, Steve Massarone, John Skory, Steve Blanchette
NEXT MEETING LOCATION / DATE	November 01, 2018 at Interplex Engineered Products @ 5:30PM

CHAIR: KEN HAYES

<i>DISCUSSION</i>	Member leadership training 10/20/18 in Marlboro, MA. Changing positions? Need new Vice Chair. Developing the new slate	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
Update employer thank you letter	Ken	11/01/18
Discuss leadership committee membership with Richard Tevis	Ken	11/01/18
Contact Linda Darey for membership in the Leadership Committee	Ken	11/01/18
Check ASQ Member Leaders page for Section growth strategies and forward to leadership team.	Ken	9/21/18
Purchase projector not to exceed \$1500 plus tax.	Ken	ASAP
Exam audit trends and ISO findings for dinner meeting topics	Ken	ASAP

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>
Update 2019 PAR proposals into 2019 budget submission.	Joe	Complete

TREASURER: BOB SOARES

<i>DISCUSSION</i>	Provided current balance and breakout of funds in Santander and at ASQ	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
Continue Trend membership value % over the past several years for site and newsletter	Bob S, Ken, John	Ongoing
Prepare and submit budget for 2019	Bob S	9/30/18
Section 3 rd Quarter financial reports	Bob S.	10/31/18
Count gift cards. Determine total. Give out to Titleist tour guides (\$25/individual)	Bob S.	10/18/18

PROGRAM: DEAN CHAPMAN

DISCUSSION	Rick Fay will be the November speaker		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Identify speakers for 2018	Dean	Monthly	
Add a note to the Oct DM flyer that recert will change to online only starting 1/1/19.	Dean	Complete	
Golf balls with RIASQ logo	Dean	11/01/18	
Contact Denise Robitaille for ISO 9000 topic	Dean	11/01/18	

PLACEMENT: JOHN SKORY

DISCUSSION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Consider PAR metric for Placement: 75% of posting up on site within 48 hours of receipt?	John	Complete	

AUDITING: JOHN SKORY

DISCUSSION	No activity		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

ARRANGEMENTS: ROBERT MCGINN

DISCUSSION	Macera's Italian Restaurant in Cranston for November dinner meeting		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Finalize DM location arrangements for November (Macera's? Capacity of 80)	Bob	Complete	

EXAMINATION CHAIR:

DISCUSSION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

EDUCATION: KEN, RICK

DISCUSSION	Education committee will meet monthly. Last meeting was at Chelo's. Ken, Chris, Dave Baum, and Rick attended. There was a discussion about 5 classes		
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	

MEMBERSHIP: STEVE BLANCHETTE

DISCUSSION	309 members, up 3.34%	
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 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
Place Education Meeting minutes on the Back Page	Steve M.	11/01/18

SCHOLARSHIPS: STEVE BLANCHETTE

DISCUSSION		
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	No Recerts	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

VOICE OF THE CUSTOMER: MITCH HENDERSON

DISCUSSION	Analyzed comments from the September dinner meeting. 3-4 comments requesting ISO.	
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

<i>DISCUSSION</i>	Decided to not buy a new laptop.	
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
Call membership to solicit dinner meeting attendance	<i>Committee</i>	<i>TBD</i>
Identify members that have not been to dinner meetings since last year	<i>Malachowski</i>	<i>11/01/18</i>
Chart out membership value trends for the last 2 years	<i>Hayes</i>	<i>11/30/18</i>

Meeting adjourned at 1909 hrs.

EMAIL ADDRESSES:

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Rick Fay: rfay5114@verizon.net

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