

RIASQ Leadership Committee Meeting

MINUTES

11/01/18

17:30HRS

IEP

MEETING CALLED BY	Ken Hayes
TYPE OF MEETING	RIASQ 0107 Leadership Committee Monthly Meeting
FACILITATOR	Ken Hayes
SECRETARY	Dean Chapman
ATTENDEES	Chris Cinieri,, Bob McGinn, Joe Malachowski, Mitch Henderson, Bob Soares, Steve Massarone Steve Blanchette, Linda Davey, John Torrey
ABSENT	John Skory, Rick Fay
NEXT MEETING LOCATION / DATE	December 06, 2018 at NNINC @ 5:30PM

CHAIR: KEN HAYES

<i>DISCUSSION</i>		
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
Update employer thank you letter	Ken	11/30/18
Discuss leadership committee membership with Richard Tevis	Ken	Complete
Contact Linda Darey for membership in the Leadership Committee	Ken	Complete
Check ASQ Member Leaders page for Section growth strategies and forward to leadership team.	Ken	Complete
Purchase projector not to exceed \$1500 plus tax.	Ken	Complete
Exam audit trends and ISO findings for dinner meeting topics	Ken	ASAP

VICE CHAIR/PAR: JOE MALACHOWSKI

<i>DISCUSSION</i>		
<i>ACTION ITEMS</i>	<i>PERSON RESPONSIBLE</i>	<i>DEADLINE</i>
Can Eventbrite handle a separate category for a member / guest enrollment for a dinner meeting	Joe	Jan 2019

TREASURER: BOB SOARES

<i>DISCUSSION</i>		
<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	Complete
Section 3 rd Quarter financial reports	Bob S.	Complete
Count gift cards. Determine total. Give out to Titleist tour guides (\$25/individual)	Bob S.	Complete

PROGRAM: DEAN CHAPMAN

DISCUSSION	Denise Robitaille will speak at the January dinner meeting at Twelve Acres. Ken Hayes will speak at the February2019 meeting on Contingency Planning		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Identify speakers for 2018	Dean	Monthly	
Golf balls with RIASQ logo	Dean	11/01/18	
Contact Denise Robitaille for ISO 9000 topic	Dean	Complete	

PLACEMENT: JOHN SKORY

DISCUSSION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

AUDITING: JOHN SKORY

DISCUSSION	No activity		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

ARRANGEMENTS: ROBERT MCGINN

DISCUSSION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Schedule Twelve Acres for January 17 th dinner meeting	McGinn		

EXAMINATION CHAIR:

DISCUSSION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

EDUCATION: KEN, RICK

DISCUSSION	CQE starting in January 2019		
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	Flat in growth. Membership list being sent to Sue at Minuteman. 311 members as of end of September. 4 new members	
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	Complete

WEBSITE: STEVE MASSARONE

DISCUSSION		
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
Post member value chart	Steve M.	Upon receipt

SCHOLARSHIPS: STEVE BLANCHETTE – LINDA DAVEY

DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Revise SOP to meet ASQ rules and open eligibility if no applications received from members.	Steve B	Complete
Conduct gap analysis between RIASQ and National		January

CERTIFICATION / RECERTIFICATION: JOE MALACHOWSKI

DISCUSSION	No Recerts	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

VOICE OF THE CUSTOMER: MITCH HENDERSON

DISCUSSION		
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		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Call membership to solicit dinner meeting attendance	Committee	TBD
Identify members that have not been to dinner meetings since last year	Malachowski	11/30/18
Chart out membership value trends for the last 2 years	Hayes	11/30/18

Meeting adjourned at 1935 hrs.

EMAIL ADDRESSES:

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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