



<b>MEETING CALLED BY</b>	ASQ- Leadership Team Meeting
<b>ATTENDEES:</b>	Jim Shore Arnie Greenbaum Theresa McCarthy Jim Turner Peter Ashe Alice Maina Mary Marshall David Jasnok Pat Macdonald Bob Pojasek Roger Keller Eric Matson Brian
<b>CC:</b>	

**Agenda items:**

1. Call the meeting to order and establish a quorum
2. Roles and Responsibilities:
  - Time keeper – Pat
  - Tangent alert - Peter
3. Review and approve previous meeting minutes. Theresa made the motion to approve the minutes and Jim seconded it
4. QMP and Budget
  - Updates from the chairs that were present
  - Review of open action items from the previous meeting

Started: 6.15 PM, Ended 8.40 PM

**Discussion**

**Action Items**

1. The section to hold an open house session in September.
2. LT members to plan early for next year programs.
3. Dave J to update the both the website and the scholarship form to reflect the new

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4. Dave J and Dave T to add questions on education and certification to the VoC survey.
  5. Membership committee to find out whether the list of contacts on the website is synchronized with the headquarters' list.

## **Quality Management Plan (QMP)**

### **Certification**

The June certification exams will be held at Boston Scientific, at no charge for the room. Jim T has enough proctors. Material for the certification page on the website had been given to Dave J.

### **Chair**

LT team attending WCQI will try and find out how the changes in the fiscal year will affect the QMP, budget and nominated officials. Nine people will be attending WCQI; the section chair requested the attendees to bring back 3 ideas from the leadership meeting that they will see through the next fiscal year. The attendees will be divided into different tracks at WCQI to get the most out of the conference.

### **Communication**

Dave J Presented the 2009 Voice of the Customer survey questions to the LT members. Peter suggested that questions on education and certification should be added. Dave J and Dave T will work together to add the questions on the survey. The people who participate in the survey will be entered into a raffle for a **kindle**.

### **Education**

The academy course on ISO 26000 will start at end of May, the plan is to offer it twice a year.

### **Nominations and Awards**

The two of the award nominees would be given their awards at BOSCON; however, the third award would be given at WCQI.

### **Programs**

The May workshop will be a factory tour to Kiva Systems and the June event will be the Harpoon brewery tour. The LT members will plan for the next fiscal year's program in advance in order to give attendees ample time to fit them into their schedule. The business meeting to announce the nominated members of the leadership team for the next fiscal year will be held on May 19<sup>th</sup> during the Kiva Systems factory tour.

### **Treasurer**

Arnie presented the income statement for the section. It was suggested that he should also give a burn rate report to show money spent against the section budget. Arnie will confirm the next LT meeting's venue.

### **Outreach**

A heart walk fundraiser event would be held at BOSCON whereby 2 books would be raffled. The scholarship application deadline was moved to May 20<sup>th</sup> to give people more time to apply after the announcement at BOSCON.

## General

It was suggested that a future LT meeting should be held at Boston Scientific in order to thank Brian Burns for his help to the section.

Discussion

The next Leadership Team meeting will be on **May 5<sup>th</sup> at Capital Grille in Burlington, Ma**

*\*\*Closed action items are highlighted in Green and moved to the last page of the minutes.*

SORT COLUMN	PARKING LOT ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Chair	1. If new people are being brought to the LT meeting, advance notice is requested by the “sponsor” so that everyone is aware of their participation	All	Ongoing
Chair	2. Next LT meeting and appreciation dinner	All	May 5 <sup>th</sup>
Chair	3. Lt members to email Jim if they are interested in website training with Nina	Team	Open
Chair	4. Write up blueprint for succession	Jim	May
Chair	5. LT to re-evaluate fiscal year schedule of events and communications	Jim, Mary	June
Communications	6. Dave J to update the website with the new scholarship application deadline	Dave J	Asap
Communications	7. Questions on the education and certification to be added to VoC survey	Dave J & Dave T	April 15 <sup>th</sup>
Communications	8. Nomination needed for website maintenance/editor	All	Open
Education	9. D. Treffs to send email to request space (Brian)	D. Treffs	Asap
Education	10. Dave T. to send thank you letter to Brian Burns for education efforts	Dave Treffs	Open
Education	11. Education to review trainer payment policy by June	Dave Treffs	June
LT	12. Plan next year’s programs early	All	Open

LT	13. Communicate interest if you are interested in chair-elect position. Send out to whole LT team	All	Ongoing
Membership	14. Find out if the list of contacts on website is synchronized with the HQ list	Membership committee	Open
Membership	15. Scott to ask Dave J about mass emailing	Scott	Open
Membership	16. Promote HQ incentives, meeting	Membership Committee	Asap
Membership	17. Voice of Customer survey	Scott (Dave and Peter)	May/June 2011
Membership	18. Reevaluate member recognition	Membership committee	Open
Membership	19. Revisit communication (email) training/sent out	Membership committee	Open
Outreach	20. Jim to work with Ivan on press release	Ivan	Open
Outreach	21. Look for glove donations for GFB	Jim	Open
Programs	22. Section to hold an open house in September as the monthly program	Peter	Open
Programs	23. Pat to speak with Arnie to get check to Harpoon to confirm date ( <b>waiting for invoice</b> )	Pat	Open
Certification	24. Certification page content to Dave J	Jim Turner	Done
Chair	25. Team to set a date for the business meeting	Team	Completed
Chair	26. BOSCON prep meeting (intro slides, etc.)	Theresa/Jim/David	Completed
Chair-elect	27. Theresa to find out if the current officials are interested in keeping their positions	Theresa	Completed
Chair-elect	28. Poll existing nominated positions to see if interest is still there to hold on positions	Jim/Theresa	Completed
Education	29. Bob to get Academy info ( bio, description etc.) to David	Bob P	Completed
Education	30. Bob Pojasek to send training room requirements to Veronica	Bob Pojasek	Closed

Education	31. Write draft of policies for Education	D. Treffs	Closed
Membership	32. Trifold for BOSCON	Membership	Completed
Membership	33. Membership committee to discuss possible incentives for renewal -	Membership	Completed
Secretary	34. Open action items – refer to last month’s meeting	All	Completed

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