



MEETING CALLED BY	ASQ- Leadership Team Meeting	
ATTENDEES:	Theresa McCarthy Jim Shore David Manalan Arnie Greenbaum Peter Ashe Jim Turner Alice Maina Veronica Brenner Mary Marshall	Pat Macdonald David Treffs Ivan Orlinsky Amanda Barrasso Falgun Patel Roger Keller Bob Pojasek Debbie Lewis
CC:		

**Agenda items:**

1. Call the meeting to order.
2. Roles and responsibilities:
  - Jim S - time keeper
  - Mary - tangent alert
3. Reading and approval of the minutes – the minutes were amended to include action items from the treasurer. The minutes were then accepted as amended.
4. HQ news:
  - Discussion of the issue of Baldrige funding
  - Completed QMP for the last fiscal year was presented
5. Presentations by the chairs present.
6. Other Business – Theresa to send QMP (2010/2011) to HQ.

Started: 6.40 PM, Ended 8.00 PM

## **Discussion**

### **Action Items**

1. LT members to send Theresa any changes to the QMP(2010/11) by 8/5/11
2. Theresa to find out the deadline of submission of QMP and the budget for 2011/2012 to HQ.
3. Jim S to facilitate the September 6<sup>th</sup> QMP and budget planning session.
4. Jim S to send LT material for preparation of the September 6<sup>th</sup> session.
5. Communications chair to send the LT a proposal of his duties/job description.
6. Theresa to post a letter from the chair on the section's website.

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

#### **Boscon**

Boscon is scheduled for April 24<sup>th</sup> and 25<sup>th</sup> 2012 at Waltham Woods. The chair is in the process of forming a committee to help plan for the event. The chair will also solicit for ideas from the LT members in future meetings.

#### **Certification**

Jim T gave a copy of the Brian Burns thank you letter to the LT members to review.

#### **Chair**

The 2011/2012 QMP and budget planning session will be held on September 6<sup>th</sup>. It was proposed to have the meeting at the Boston Scientific Natick facility, Veronica, Arnie and Patel will see to the arrangements. LT members were urged to prepare for the session by reviewing: the VoC survey results sent by Scott, the roadmap to Gold certification, to be sent by Jim and the last Fiscal year's budget, sent by Arnie. The recertification chair was to confirm whether he is staying.

#### **Communications**

David Manalan was appointed as the communications chair. He was requested to create a proposal of his duties and present it to the LT team.

#### **Education**

8 certification prep courses: CQA, CQIA, CQE (2), SSGB (2) and CSQE (2) have been scheduled for the fiscal year 2011/2012. The academy course on ISO 26000 will also be offered by Bob but the date is not set.

#### **Membership**

Scott sent the LT team a summary of the committee's accomplishments for the last fiscal year. The kindle promised for the Voc survey was yet to be given out.

### Nominations and Awards

For the fiscal year 2011/12, the awards and nominations positions have been separated. Pat will be the awards chair and Brian will be the nominations chair. It was suggested that this year's awards should be ready for presentation during Boscon.

### Outreach

There are 3 outreach events planned for the year: the toy drive, food drive and the Boston food bank. The outreach chair requested LT members to propose other outreach events. It was suggested that the section should attend the Heart walk in Boston on September 10<sup>th</sup>, the section would form a team.

### Programs

The September workshop is scheduled for the 14<sup>th</sup>, it will be a presentation by Theresa McCarthy on pharmaceutical quality system. The ASQ open house will be scheduled for the fall or spring. The ASQ Merrimack section's chair has requested for a joint meeting with the Boston section. Future programs will be scheduled in consideration of other section's programs to encourage attendance by people from other sections.

### Treasurer

The treasurer presented the last year's budget. The section expenses for the fiscal year 2010/2011 were below the year's budget. The current chairs were urged to think about the next year's budget before the next LT session.

Location: Meeting held at Embassy Suites, Waltham, MA

The next Leadership Team meeting will be on **September 6<sup>th</sup> 2011**

*\*\*Closed action items will be moved to the last section 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	All	09/06/11
Chair	3. Find out 2011/12 QMP/budget submission date	Theresa	Open
Chair	4. Post the letter from the chair on website	Theresa	Open
Chair (Regional)	5. Facilitate QMP/budget planning session	Jim S	09/06/11

Chair (Regional)	6. Send LT preparation material for the September 6 <sup>th</sup> planning session	Jim S	8/31/11
Chair (Regional)	7. Write up blueprint for succession	Jim S	Open
Chair (Regional)	8. Jim S to prepare a WCQI summary	Jim S	Open
Chair (Regional)	9. Template for LT members business cards	Jim S	Open
Chair (Regional)	10. How other sections deal with P.O.BOX	Jim S	Open
Communications	11. Send LT a job description for the position	Dave M	Done on 8/4/11
Education	12. Dave T. & Jim T to send thank you letter to Brian Burns	Dave T & Jim T	ASAP
Education	13. Education to review trainer payment policy by June	Dave Treffs	08/31/11
LT	14. Send Theresa any changes to QMP(2010/11)	All	08/05/11
LT/Programs	15. Plan next year's programs early	All	Open
LT	16. Communicate interest if you are interested in chair-elect position	All	Ongoing
Membership	17. Implementation of the Long Term Member recognition plan	All	Open
Membership	18. Raffling of the VoC survey kindle	Volunteer	Open
Programs	19. Section to hold an open house in fall/spring as a monthly program	Peter/Pat	Open
Treasurer	20. Arnie to submit the annual report and audit report	Arnie	August 15 <sup>th</sup>
Communications	21. Nomination needed for website maintenance/editor	All	Closed
Membership	22. Write up on achievement of retention goal of 74.8%	Scott	Completed
Membership	23. Find out if the list of contacts on website is synchronized with the HQ list	Membership committee	Completed
Membership	24. Voice of Customer survey	Scott	Completed

Membership	25. Revisit communication (email) training/sent out	Membership committee	Completed
Outreach	26. Jim to work with Ivan on press release	Ivan	Closed
Outreach	27. Look for glove donations for GFB	Jim	Closed
Programs	28. Send Jim a list of current year workshops	Peter/Pat	Completed
Treasurer	29. Arnie to schedule the annual audit for the fiscal year 2010/11	Arnie	Completed

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