



MEETING CALLED BY	ASQ- Leadership Team Meeting	
ATTENDEES:	Theresa McCarthy Jim Shore David Manalan Arnie Greenbaum Jim Turner Alice Maina Mary Marshall	Pat Macdonald David Treffs Ivan Orlinsky Martha Morgan Gil Andrade Scott Howes Justin McCarthy
CC:		

Agenda items:

1. Call the meeting to order.
2. Roles and responsibilities:
 - Mary - time keeper
 - Theresa - tangent alert
3. Hoshin planning session commenced

Started: 6.00 PM, Ended 9.00 PM

Discussion

Action Items

1. Jim S to send LT Hoshin plan done during the September 6th session.
2. Mary M to set up an online meeting for mid September.
3. LT members/chairs to review the Hoshin plan and send comments to Jim S.
4. LT chairs to send Arnie the budget before the online meeting.
5. Each chair to create their own action plan

Quality Management Plan (QMP)

The session was a QMP planning session for the fiscal year 2011/2012, led by the incoming regional 1 director, Jim Shore. QMP planning will be completed during an online meeting to be held on Tuesday, September 20th at 7pm

Follow up for the September 6th Leadership Team meeting will held online on September 20th

***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	TBD
Chair (Regional)	3. To send Hoshin plan from the meeting	Jim S	Done
Chair (Regional)	4. Write up blueprint for succession	Jim S	Open
Chair (Regional)	5. Jim S to prepare a WCQI summary	Jim S	Open
Chair (Regional)	6. Template for LT members business cards	Jim S	Open
Chair (Regional)	7. How other sections deal with P.O.BOX	Jim S	Open
Education	8. Dave T. & Jim T to send thank you letter to Brian Burns	Dave T & Jim T	ASAP
Education	9. Education to review trainer payment policy by June	Dave Treffs	08/31/11
LT	10. Review the Hoshin plan and send Jim S feedback	All	9/16/11
LT	11. Send Arnie the budget estimates before conference call	Chairs	9/19/11
LT	12. Each chair to create their own action plan	Chairs	Open

LT/Programs	13. Plan next year's programs early	All	Open
LT	14. Communicate interest if you are interested in chair-elect position	All	Ongoing
Membership	15. Set up an online meeting	Mary	Done
Membership	16. Implementation of the Long Term Member recognition plan	All	Open
Membership	17. Raffling of the VoC survey kindle	Volunteer	Open
Programs	18. Section to hold an open house in fall/spring as a monthly program	Peter/Pat	Open
Chair	19. Find out 2011/12 QMP/budget submission date	Theresa	completed
Chair (Regional)	20. Facilitate QMP/budget planning session	Jim S	Completed
Chair (Regional)	21. Send LT preparation material for the September 6 th planning session	Jim S	Completed
Communications	22. Send LT a job description for the position	Dave M	Completed
LT	23. Send Theresa any changes to QMP(2010/11)	All	Completed
Communications	24. Nomination needed for website maintenance/editor	All	Closed
Treasurer	25. Arnie to submit the annual report and audit report	Arnie	Completed

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