



Leadership Committee Meeting October 6, 2016

[X] – AGENDA

- [] – Minutes

Prepared: 10/5/2016 (JDT)

**ASQ Binghamton Region
Section 205**

Leadership Committee

Agenda & Supporting Information



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CONTINUING BUSINESS

Welcome New Members

- Christine Nestrick

Approve Minutes From Last LC Meeting

- September 1, 2016

Review “Planning Calendar Of Annual Events”

- Submit 3rd Quarter Financial Report to National

Financial Status - Steve

- Next Month (November): Input for 2017 Cost Plan and Section Management Plan
- Provide to Steve by 10/31?????

Section Management Plan - Steve

Executive Committee Members for 2017 – Mike Williams

- Nominate and Approve 2017 Leadership Committee Assignments (See Worksheet Attached)

Dinner Meeting Status - Bob L

- October 20, 2016 Meeting: Plant tour of Kerry in Norwich - **Confirmed**
- Need to Send Notice to Members
- November 17, 2016 Meeting: *Machine Characterization & Measurement System Analysis* - **Confirmed**
- Suggested venue is Brothers 2
- December 15: Holiday Dinner - **Confirmed**
- Bob & Jim to continue to complete 2017 Program

SUNY Broome International Students – Alberto

- 30 Students Arrived August 23
- “Night at the B-Mets” held September 2. Tickets provided by ASQ
- 29 students attended September 15th Dinner Meeting
- Student Breakfast scheduled for Wednesday October 12th at SUNY Broome Decker Center Conference Room
- Co-sponsored by ASQ Student Branch
- Program: International Guest Speaker, Roberto Bush–“The Current Economy in Mexico & Future Challenges”

Regional Conference – Dan

- “Measurement Workshop” Scheduled for Friday November 4
- Program: “*Measurement Uncertainty and Risk Management*” – Conducted by Dilip Shaw, ASQ Fellow
- Whitney Applied Technology Building – Room 124 – 12:30pm to 5:00pm
- FREE to ASQ Region 1 Leaders – MDQ Members – Regional Conference Attendees
- Need to Identify Section 205 Attendees – Travel Needs
- CNY Regional Conference set for Saturday November 5, 2016 Onondaga Community College – Syracuse
- Whitney Applied Technology Building – Room 101 – 9:00am Registration – 10:00am Proceedings Start – 3:00pm End
- Peter Clark in Syracuse finalizing plans
- Need to Identify Section 205 Attendees – Early Bird Registration by 10/14 – Final On-site 11/5
- Section 205 Members Cost Covered by the Section
- Need to Address Travel Plans
- Regional Leadership Meeting Following Regional Conference – 3:30pm to 5:00pm
- Brief Section 205 Status/Accomplishment Report Expected (Jim T had Detail)

2017 Quality Day Conference – Dan

- Saturday May 6th 2017
- Place: Binghamton University
- Theme: “*Engineering Quality Into Product/Service Design*”



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Publicity & GB Chamber of Commerce Up-date - Jim T

- 261 Piece Post Office Mailer sent out September 6th to Company Contacts – Section Members – Non-Member Meeting Attendees – Friends
- Supported Information Table and September 8th SUNY Broome “Student Day”
- Met with New Director of the Alliance for Manufacturing and Technology (AM&T) – Jim Cunningham
- Section tri-fold brochures updated to include GBCC membership and sections 70th anniversary in 2017

New Website Assessment Status - Jim T

- Identified as Sections # 1 Priority at the June Planning Meeting
- *FrogTown Web Design* Selected as Design Provider
 - Awaiting Contract Approval
 - All Section 205 Website Specification Requirements Can Be Met



Section “Opportunities for Involvement” (Help Wanted) - Jim T

- New tracking format in place per June Planning Meeting (**See attachment**)
- Distribution? (Members – Website – Other)

FOLLOW-UP BUSINESS

G-Mail Account – Bob & Jim

- ASQbinghamton205@gmail.com site in place
 - Currently being used to send email event notices
 - Not Assigned to Section Secretary
- New Site Established – binghamtonsect@gmail.com
 - To be used for all general correspondence with Section Secretary
 - Directs Email's to Section Computer
 - Start Including on Publicity Documents and Event Notifications

Section Fundraisers - Jim T

- “Fundraising Chair” Position Added To Leadership Committee
- Need to Fill Position

Newsletter Proposal - Jim T

- Proposal to begin a quarterly section newsletter (Can grow to “monthly” over time)
 - Jim willing to get it started
 - Proposed distribution by email and website
 - Need to first get new section website in Place

70th Anniversary - Jim T

- 2017 Marks the 70th Anniversary of Section 205
- Ideas to promote???

Next Executive Committee Meeting - Bob

- November 3, 2016
- Place: Dunkin Donuts - Oakdale
- Time: 5:45pm

NEW BUSINESS



Improvement Project Tracking - Jim



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2016 Binghamton Section 205 Planning Calendar Of Annual Events

Notes: - Dinner Meetings – 3rd Thursday Each Scheduled Month
- Executive Meetings – 1st Thursday Each Scheduled Month

Revised: 10-2-2016

JANUARY

- Dinner Meeting
- Audit Year End Financial Report
- Install New Section Officers
- Update All Contact Lists

FEBRUARY

- Dinner Meeting
- Submit Year End Financials to National
- Renew GBCC Membership
- Submit Candidates-Paul A. Robert

MARCH

- Dinner Meeting
- Approve Paul A. Robert Winner

APRIL

- Dinner Meeting
- Submit Quarterly Financial Report to National
- Spring Quality Day Conference
- Present Paul A. Robert Award

MAY

- Dinner Meeting

JUNE

- Mid-Year Planning Meeting
- B-Mets Publicity Table
- Renew Norton Security Internet Protection on Laptop by 7/6/2017

JULY

- Executive Committee Meeting 7/6
- **NO DINNER MEETING**
- Input GBCC Newsletter/Website
- Start Planning Next Year's Dinner Meetings
- Submit Quarterly Financial Report to National by 7/31
- B-Mets Publicity Table
- Family Day At The B-Mets/Zoo
- Begin Officer Nominations

AUGUST

- Executive Committee Meeting 8/8
- **NO DINNER MEETING**
- Input to GBCC Newsletter/Website
- Send September Meeting Notice
- Finalize Nxt. Yr's Meeting Sched.
- Reserve JC Dunkin Donuts Meeting Room for Balance of Year
- Reserve Brothers Two Meeting Room Through End of Year
- Begin Selection of Officers
- B-Mets Publicity Table

SEPTEMBER

- Executive Committee Meeting 9/1
- Dinner Meeting 9/15
- Input to next GBCC Newsletter & Website (Verify Meeting Notice)
- New Member Drive
- Complete Next Year's Dinner Meeting Schedule
- Finalize Selection of Officers

OCTOBER

- Executive Committee Meeting 10/6
- Dinner Meeting 10/20
- Input to next GBCC Newsletter & Website (Verify Meeting Notice)
- Submit Quarterly Financial Report to National
- Identify Next Year Officers
- Section Input To Regional Conf.
- Plan Holiday Dinner Meeting
- Nominate/Approve Officers

NOVEMBER

- Submit Officers to National by 11/1
- Executive Committee Meeting 11/3
- Dinner Meeting 11/17
- Input to next GBCC Newsletter & Website (Verify Meeting Notice)
- Set Date For Spring Conference
- Regional Conference
- Publicize Next Year Dinner Mtg's
- Input to Next Year's SMP/Budget
- Initial Spring Conference Plan

DECEMBER

- Executive Committee Meeting 12/1
- Dinner Meeting 12/15
- Input to next GBCC Newsletter & Website (Verify Meeting Notice)
- Send Officer List To National
- Approve Next Year Budget/SMP
- Submit Budget To National Mid-Dec
- Submit SMP To National
- Reserve Dunkin Donuts Meeting Room Through June of Next Year
- Reserve Brothers Two Meeting Room Through June of Next Year



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Section 205 Leadership Committee Members Worksheet

STATUS
Updated 10/03/2016

Section 205 Leadership Committee

1. Required Positions

Elected Positions:

- Section Chair
- Secretary
- Treasurer

2016 CURRENT

Michael Williams
Bob Lerner
Steve Hill

2017 PROPOSED

Rob Neuberger (Proposed)
Bob Lerner (No Change)
Theresa Matts (Proposed / Accepted)

Appointed Positions:

- Audit Chair
- Membership Chair
- Nominating Chair

Robert Newberger
Christine Hannon
None

: (Proposed)
Christine Hannon (No Change)
Mike Williams (Proposed / Accepted)

2. Optional Positions

- Past Chair
- Planning Committee
- Section Vice Chair
- Arrangements (Program) Chair
- Vice Arrangements (Program) Chair
- Certification/ Examining Chair
- Recertification Chair
- Education Chair
- Section Management Plan (SMP)
- Communications Chair
- Placement (Jobs) Chair
- Publicity Chair
- Student Chair
- International Student Coordinator
- Interface To Region/National ASQ
- Historian Chair
- Database – Internet – Website Chair
- Co-Database – Internet - Website
- Fundraising Chair
- Member at Large
- Member at Large
- Member at Large

None
(Informal)
None
Bob Lerner
None
Theresa Matts
Carl Green
None
Steve Hill
Christine Hannon
None
Jim Tregaskis
Peggy Sniezek
Alberto Miller
Dan Sniezek
None
Dennis Musuneggi
None
New (not defined)
New
New
New

Mike Williams (New Position)
Mike Williams – Bob Lerner – Jim T & New Section Chair (New Position)
(Proposed / New Position)
Bob Lerner (No Change)
Claudia Beebe (Proposed / New Position)
Theresa Matts (No Change)
Carl Green (No Change)
Toto Ruben (New Position)
Steve Hill (No Change)
Christine Hannon (No Change)
Future Open Assignment
Jim Tregaskis (No Change)
Peggy Sniezek (No Change)
Alberto Miller (No Change)
Dan Sniezek (No Change)
Alberto Miller (New Position)
Jim Tregaskis (New Position)
Dennis Musuneggi - Claudia Beebe (New Position)
_____ Need Interested Person
Christine Nestrack (Interest Confirmed 7/14)
Toro Ruben (Interest Confirmed 7/15)
Claudia Beebe (Interest Confirmed 7/17)



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ASQ Binghamton Section 205 - Improvement Project Log

P = Priority 1=High 2=Important 3=Routine 4=Low 5=As Time Permits STATUS: GREEN = On Target YELLOW = Monitor RED = Action Required GREEN - CO

Number	P	Status	Date	Description	Assignee	Target	Status	Comments	Completed
2016001	1	GREEN	04/01/16	Implement Improved Website	Jim	12/1/2016			
2016002	3	YELLOW	09/01/16	Meeting to Discuss Mahesh's Fund Raising & EC Involvement	Mike	Open			
2016003	4	GREEN	09/19/16	Provide Steve Hill with 2016 Donation Information	Jim	11/1/2016			9/3/2016
2016004	3	GREEN	09/19/16	Recommend Purchase of Presentation Backdrop for Show Events	Jim	11/1/2016			
2016005	3	GREEN	09/20/16	Locate Section Banner or Recommend Purchase	Bob/Jim	11/1/2016			
2016006	3	GREEN	09/19/16	Create Distribution List for ASQ Sections in Region (Per Dan)	Jim	11/1/2016			
2016006	3	GREEN	09/19/16	Identify Source for Laminated Name Badges for Executive Committee	Jim	11/1/2016			
2016007	2	GREEN	09/19/16	Update Brochures and Calendars for 2017	Jim	12/1/2016			
2016008	1	YELLOW	09/01/16	Finalize List of Executive Committee Positions for 2017	Mike	11/1/2016		Input to National 11/1/16	
2016009	1	YELLOW	09/01/16	Establish Dinner Meeting Programs for Entire 2017	Bob/Jim	12/1/2016			
2016010	3	GREEN	09/19/16	Define Role of Education Chair on Leadership Council	Toro	Open		New Position for 2017	
2016011	1	GREEN	09/19/16	2017 Budget Requirements to Steve	ALL	11/3/2016		Input to National by 12/15	9/3/2016
2016012	1	YELLOW	09/19/16	2017 CMP Input to Steve	All	11/3/2016		Input to National 12/15	
2016013	3	GREEN	09/19/16	Establish Distribution List for Section Brochures	Jim	12/1/2016			
2016014	3	GREEN	09/19/16	Create Year End "Certificates of Service" for Leadership Committee	Jim	12/31/2016			
2016015	4	YELLOW	06/09/16	Relocate Section Library		Open	Open		
2016016	3	GREEN	06/09/16	Establish Section Newsletter	Jim	3/1/2017			
2016017	2	YELLOW	06/09/16	Develop Succession Management Plan	Mike	On-going			
2016018	1	YELLOW	06/19/16	Verify Section 205 is to Present "2016 Section Report" at Regional Conference	Mike	11/5/2016		Syracuse Conference 11/5/2016	