

Location: **Niles Restaurant**, the Affinia Hotel, New York, New York

Attendance: Bill Latzko, Jorge Rosas, Samir Joshi, Russ Ferretti, Austin Lin and Michael Tedaldi (see the Attached List)

**Meeting Called to Order:** 6:25 pm

Item	Discussion	Decisions/Actions
1	Introduction of Purpose and Principles	<p>Austin Lin lead the introduction. The Sections Direction, Purpose (Vision) and Principles were presented. See the attached presentation.</p> <p>The Purpose and Principles will be presented at the Continuity Meeting and then to the Membership at a General Section Meeting.</p> <p>Once presented Bill Latzko will post the Purpose and the Principles on the Website.</p>
2	Review of Committees and Chairs	<p>There are chairs that are mandated by the National ASQ. Bill Latzko will forward Mike Tedaldi the list of mandated chairs (by National ASQ).</p> <p>It was recommended that the Education Committee be split into an Educational Committee (for seminars, courses and conferences) and a Program Committee (for presentation during the General Section Meetings).</p> <p>The Examining/Recertification Committees should be split as they are two different functions.</p> <p>Internet/Media Liaison may need to be split.</p> <p>Newsletter must be kept but needs to be better defined.</p> <p>A Hospitality Chair was suggested.</p> <p>A Social Media Chair and Committee were recommended.</p> <p>Job Placement Chair was also recommended. Job placement should include Section Chair and Committee member jobs.</p> <p>A Registrar was recommended.</p> <p>An Awards Chair was recommended.</p> <p>Mike Tedaldi will create a listing of Chairs, what is required, what is in existence and what is recommended.</p>

3	Wrap-Up	<p>Need to act on our decisions.</p> <p>Need to consider brand identity.</p> <p>Austin Lin will send a copy of the National ASQ Leadership Manual to the Leadership Committee.</p>
---	---------	--

**Adjournment:** Russ Ferretti motioned to adjourn and Samir Joshi seconded. Meeting adjourned at 8:15 pm.

### **Meeting Agenda:**

- ☐ Introduction of Purpose and Principles
- ☐ Review of Committees and Chairs
- ☐ Breakout Group
- ☐ Team 1 – Section Top Level Objectives
- ☐ Team 2 – Chair Level Objectives
- ☐ Share Results
- ☐ Wrap-Up

### **Deliverable(S):**

☐ **Metrics** - The output of these workshops will be a consolidated list of the critical few measures that will allow us to gauge our success as a section. These metrics will be reviewed regularly so we can put plans in place where necessary to gap any outages.




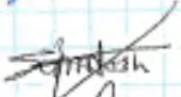
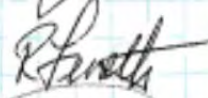

☐ **Scorecard** – As a service and as information to our general members, we will review our scorecard results at our general meetings once all metrics have been established. This will also allow us to gauge which areas we may need more help on and allow us to have data by which we can recruit new volunteers into leadership roles for the Section.

### **Attachments:**

Attachment 1: Sign-In Sheet

Attachment 2: Objective Setting Workshop – Session 1

**Attachment 1: Sign-In Sheet**

Objective Setting Meeting		
Date: Aug 24, 2011		Location: The Affinia Hotel
Name (Print)	Signature	Tel No.
Michael Tardali		212-761-2825
Bill LATKO		201-868-3338
JORGE ROSAS		
SAMIR JOSHI		201-328-2031
Russ Ferretti		347-852-3716 (cell)
AUSTIN S. LIN		404-964-4555

## **Attachment 2: Objective Setting Workshop – Session 1**



New York/New Jersey  
Metropolitan Section

## ASQ New York/ New Jersey Metropolitan Section

Metropolitan Section Leaders - Objective Setting Workshop – Session I  
August 24, 2011



If one does not know  
which port one is sailing  
towards, no wind is the  
right wind.

- *SENECA* 4 BC – 65 AD





## Objectives that are quantifiable allow us to measure our success.

- Continuous Linkage between ASQ National principles to the section to our committees and section activities.
- Setting objectives by Committee as well as for the organization as a whole will allow us to work in a rigorous, unified manner towards common goals.
- There may be hundreds of great ideas for Metro to tackle, but we can't do all them in a thorough, quality manner. As such, *prioritizing* the objectives we aim to achieve will be critical.



## ASQ National is...

- ASQ is a **global community of experts and the leading authority on quality** in all fields, organizations, and industries.
- As a **professional association**, ASQ advances the professional development, credentials, knowledge and information services, membership community, and advocacy on behalf of its more than 85,000 members worldwide.
- As **champion of the quality movement**, ASQ members are driven by a sense of responsibility to enrich their lives, to improve their workplaces and communities, and to make the world a better place by applying quality tools, techniques, and systems.

## ASQ National VISION

- **By making quality a global priority, an organizational imperative, and a personal ethic, the American Society for Quality becomes the community for everyone who seeks quality concepts, technology, and tools to improve themselves and their world.**

## ASQ Metropolitan will be guided by our **Purpose**

- The ASQ New York/ New Jersey Metropolitan Section is a **principles based** organization that serves to advance the reputation, theory and practice of quality and the quality profession. We will promote the growth of the profession through multi-disciplinary and cross-functional interaction throughout the quality field and the allied arts & sciences.

## The Purpose will be deployed by adhering to our Principles

- **Collaborate** with other sections, divisions and organizations.
- **Promote** and further understanding of quality and the quality profession .
- **Drive** the growth and advancement of the section through customer service.
- **Invest** in the future of our section and its membership.
- **Guide** the activities of the section per the ASQ Code of Ethics
- **Build** the talent pipeline through all levels of the quality profession through fostering, teaching, learning, and mentoring.
- **Operate** the activities of the section with procedural and fiscal responsibility.
- **Execute** the activities of the section in a disciplined, goal-oriented, and measureable manner.

## Sufficiency Check of Existing Committees

Which committees are active within the past 12 months? Are there committees That can be combined?

### **Arrangements Chair**

Auditing

### **Education**

Examining/ Recertification

Historian

Internet/Media Liason

Koality Kid

### **Membership**

Newsletter Editor

Nominating

Ott Award

### **Ott Conference Planning**

Deming Conference Planning

Quality Mgmt Process

### **Voice of Customer**

## Objective Setting Workshop

- **Two breakout teams, then one combined team**
- **Using the Section Purpose and Principles as guidelines**
- **Brainstorm list of Success Criteria –**
  - **“What does success look like for this committee?”**
  - **Criteria should be MEASURABLE, ACTIONABLE**

## Objective Setting Workshop

### **Breakout I**

*Mike, Bill, Jorge*

Voice of Customer Committee  
Membership Committee

### **Breakout II**

*Stefan, Russ, Samir*

Ott Planning Committee  
Education Committee

*Mike, Bill, Jorge, Stefan, Russ, Samir*

Metropolitan Section Holistic