

Location: Fire & Oak Restaurant, Jersey City, NJ

Attendance: See Attached List

**Meeting Called to Order:** 6:00 pm

Item	Discussion	Decisions/ Actions
1	<p>Metrics recommendations for the following Chairs were discussed:</p> <p>Quality Management Process Chair</p> <p>Voice of the Customer Chair</p> <p>Membership Chair</p> <p>Scholarship Chair</p> <p>Education Chair</p> <p>Program Chair</p>	<p>The following metrics will apply:</p> <p>Use the QMP Tracking metrics from the National ASQ.</p> <p>Use the QMP Tracking from the National ASQ.</p> <p>Use the QMP Tracking from the National ASQ.</p> <p>Measure the number of applicants. 15 is the goal for this year. Add a Scholarship Chair to the list of chairs.</p> <p>An Education plan with goals will be written.</p> <p>Educations activity is publicizes 60 days prior to the event.</p> <p>Each publicized event is realized.</p> <p>There will be one program for each meeting.</p> <p>The programs will be advertised on the web 45 days prior to the event.</p> <p>A survey be taken and it should show a 75% approval rating.</p>
2	Distribution of the Treasurers report was discussed.	The Treasures report should go the Section Leadership Committee. The Section Leadership Committee is defined as the Officers and Committee Chairs.
3	Maintaining the Program and Education chairs as separate committees was discussed.	A vote was taken and the Program and Education chair will be separate.
4	<p>Section By-Law Rules were discussed:</p> <p>Who is the electorate for the election of Officers.</p> <p>Is there a timeframe for Chairs as part</p>	<b>Dak will report on the Section By Law rules at the next meeting.</b>

	of the by-laws.	
<b>5</b>	A question was asked regarding consistency between the By-laws, Section Operating Agreement and the newly developed Organization Profile.	<b>Michael Tedaldi will verify that the organizational structures are the same in all three documents.</b>
<b>6</b>	Treasurer should have a treasurer in training.	All agreed.
<b>7</b>	Chairs should have the power to get the help they need.	All agreed but noted that the Executive Committee should be kept informed of their efforts.
<b>8</b>	There was a discussion concerning the Education Chair, Certification Chair/Leader and the Re-Certification Chair/Leader regarding their merger into one committee.	A vote was taken regarding keeping the two chairs separate or combining both under the Education Chair.  The vote was for two separate chairs.
<b>9</b>	Committees chairs are sometimes not known. Volunteers on the committees should be given credit on the web.	<b>Michael Tedaldi will be responsible for updating the web to include those participants.</b>
<b>10</b>	Proposal for succession planning was a topic that was in need of considering.	<b>Austin Lin will take the lead.</b>
<b>11</b>	The Awards Lead and the Ott Awards Lead were discussed regarding their place in the Section organization.	The Awards Lead and the Ott Awards Lead will be part of the Chair's duties and responsibilities.
<b>12</b>	The duties and responsibilities of the Hospitality Chair were discussed.	These duties and responsibilities were added to the duties and responsibilities of the Chair Elect.

**Adjournment:** Austin Lin motioned to adjourn and Russ Ferretti seconded. Meeting adjourned at 8:10 pm.

Next Meeting: TBD

**ASQ** NY/NJ Metropolitan  
Section  
The Global Voice of Quality™

Subject: Objective Setting

Chairperson: Austin Lin

Newark, NJ

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