

Location: Niles Restaurant in the Affinity Hotel, New York, New York

Attendance: See Attached List

Meeting Called to Order: 6:30 pm
 establish

Item	Discussion	Decisions/Actions
1	Minutes of Last Meeting	A motion was made to approve the 12-6-2011 Objective Setting Meeting by Austin Lin and was seconded by Samir Joshi.
2	General re-group of how things are going.	<p>Purposes and principles have been established. Organization is progressing. Officers and Chairs have been documented and approved. Metrics are being developed.</p> <p>Student engagement remains an opportunity that needs to be implemented more fully.</p> <p>Leadership meetings have been a success. Section business can be more easily discussed in depth. At monthly section meetings, committees report on their activities and presentations are made.</p> <p>There was general agreement that Section Chairs were responsible for their committee's activities and could move forward making their own decisions as necessary to progress the Sections Purposes and Principles. They were responsible for keeping the Leadership Committee aware of their activities. Funding will be made through the Leadership committee.</p> <p>There is a need to document the Section's objectives and accomplishments.</p> <p>The importance of being careful of the Section's fiscal responsibilities was reiterated.</p>
3	Finalization of Committees so that we can get the scorecard process going.	<p>Michael Tedaldi motioned to approve the attached Officers/Chairperson list and Jorge Rosas seconded the motion. The Leadership Committee carried the motion and approved the Chairperson List</p> <p>Michael Tedaldi will be responsible for updating the Website with the names and contact information for</p>

		<p>the Officers and Chairs. Each officer and chair will have the opportunity of choosing their own contact information, e-mail address, phone number or blind e-mail address.</p> <p>Samir Joshi will supply Michael Tedaldi with the Officers/Chair contact information.</p>
4	Business translations: update on Financial Audit results and how the Jorge-Samir transition is going.	<p>Audit was completed. There were no deficiencies reported. The Deming Conference income was down about 30%. The Section will be looking for ways to reduce costs.</p> <p>Jorge Rosas will put together a work plan for Samir Joshi regarding the various treasurers' processes.</p> <p>It was recommended that a multiuser QuickBooks license be purchased so that the treasurer, the treasurer elect and the Audit Chair could all have access to the Sections Financial information. There was agreement that to move forward with this and Samir will investigate the costs and possibilities.</p>
5	An Educational Program Plan was sent to the Section Membership. The plan is meant to identify guiding principles and the mechanics of the event planning committee. The leadership was asked to review and approve the plan.	<p>All meeting members agreed that the Program Committee should go ahead with the plan.</p> <p>During the Section Meetings The Leadership Committee should have feedback on the plan implementation, metric status and the committee's activities.</p>
6	The Program and Education Chair asked for a schedule of the Leaderships meetings.	<p>The Leadership committee meetings are designed to promote in depth discussions regarding the Sections business and activities. Chairs, committee members and the general membership may attend these meetings to observe and participate. In order to Accommodate this attendance the Leadership committee will keep all Chairs informed of these meetings. In order to facilitate these Leadership Meetings, chairs, committee members and Section Members wishing to attend will be required to inform the Chair of their intentions.</p> <p>Austin Lin will contact the chairs and advise them of the Leadership Committee's decision.</p>

		<p>The beginning of the Section Meeting will begin at 6:00 pm for a score card report. Subsequent to the score report will be a presentation.</p> <p>Samir Joshi will contact to Bill and get input.</p>
7	The Program and Education Chair asked to know who the members are for the leadership team and the extended leadership team.	Once the website is updated it will be clear who is on the Executive Leadership Committee and who is on the Extended Leadership committee.
8	The Program and Education Chair asked the Leadership Team to check operation with the operating agreement and make sure there are no conflicts.	<p>Austin Lin will review Section Documents for conflicts.</p> <p>A repository for Section procedures and other official documentation is needed. The Section Secretary will solicit help.</p>
9	Any training that is given by an authorized ASQ entity can be advertized on our website. Bill Latzko needs to be contacted for entering the event onto the Section 300 website.	This cooperation between sections is in conformance with recent NEQC initiatives. Bill Latzko will be the gatekeeper for the announcements on our website. All event announcements shall be made through Bill Latzko. The Executive Leadership should be made aware of all of these postings.
10	New Business	<p>Ott Planning: Help is needed. Samir Joshi will make a plan and get the help he needs.</p> <p>Spouse night: Feb 10 is planned. Next year we will consider other options.</p> <p>NEQC: Region meeting specific to the section chairs. The NEQC fosters training. Sections are working in a vacuum when it comes to event planning. More cooperation is needed and is planned. Austin Lin will provide future updates.</p>

Adjournment: Jorge Rosas motioned to adjourn and Austin Lin seconded. The meeting was adjourned at 9:00 pm.

Officers/Chairperson List

Section Leadership Committee: Officers and Chairs	
Executive Leadership Committee	
Chair (required)/Austin Lin	
Chair Elect/Sandor Juhasz	
Secretary (required)/Michael Tedaldi	
Treasurer (required)/Jorge Rosas	
Vice Chair/Samir Joshi	
Vice Chair/Timothy Leary	
Past Chair/Andy Frohn	
Extended Leadership Committee	
Auditing Chair (required)/Joseph Paperman	
Certification Chair/Tim Leary (acting)	
Chief Proctor/William Latzko	
Deming Conference Planning Chair/Satish Laroia	
Education Chair/ Russell Ferretti (for seminars, courses and conferences)	
Historian/Satish Laroia	
Internet Liaison (WEB)/William Latzko	
Job Placement Chair/Stephen Makuch	
Membership Chair (required)/Samir Joshi	
Nominating Chair (required)/Dakshina Murthy	
Ott Conference Planner/Samir Joshi	
Program Chair/ Peter Miko(for presentation during the General Section Meetings).	
Quality Management Process Chair/Susan Watson	
Recertification Chair/Bill Martin	
Registrar/Samir Joshi	
Voice of the Customer/William Latzko	

Date: 1/26/2012 Start Time: 6:30 pm End Time: 9:00 pm Location: Niles Restaurant in the Affinity Hotel, New York, New York
 Subject: Leadership Meeting Chairperson: Austin Lin

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