



Meeting Minutes
20 October 2004
Blue Ox Tavern

5:45 PM to 6:20 PM

Members arrived and talked amongst themselves. A new member and his guest (Ed Russell, Chairman Akron-Canton) were introduced and welcomed, during this time food orders were taken.

The Chairman, Matthew Maio opened the meeting and presented some section business:

- ASQ's Mr. Case conducted an interview with our section chairman on 19OCT04 for his bid to become a National Director with ASQ
- If not appointed to a National Directorship a bid will be made for him to become our Regional Director
- No Treasury Report is available tonight with our Section Treasurer not being present
- Recent Web Site expenditures were identified
- An effort to pursue our Community Outreach activities was highlighted

After this brief overview of section business was completed introductions were given around the room. At this time our chairman temporarily turned the meeting over to the Section Secretary to make an announcement and give a brief presentation:

- An announcement was made to let members in attendance know that one set of course materials from the ASQLV, recently hosted CQM Preparation Class were available for purchase to a section members
- A presentation (certificate and gift) was given to thank Mrs. Janna Maio for her volunteer efforts in support of the section in the past year and a half

At this time the evening's speaker, Mr. Roger Kell was introduced.

Meeting Presentation:

Mr. Kell's presentation was titled "Training Programs; Requirements, Components, Benefits. A copy of these slides can be found on the ASQLV Web site, under the link "documents."

It was indicated by Roger that training requirements can be found in 6.2.2 of ISO 9001:2000 and in OSHA Regulations. Further information highlighted during the presentation included:

- Preparing training in modules can help provide consistency
- Position descriptions and degree and educational information specific to job requirements helps to define required training



- Training matrices and access databases can be used to track training requirements and accomplishments
- Records are mandated by requirements and the training system

After the presentation, questions were taken and answer by Roger. At this time the section chairman presented Mr. Kell with a certificate of appreciation and an ASQ Lunch Bag for his efforts.

Meeting Attendance:

Meeting attendee's numbered 17 to include: Matt Maio, Mark McQueen, Carl Wright, Roger Kell (Evening's speaker), Larry Abernathy, Bill Petrie, Thomas Nunley, Vic Alberto (New member), James Voight, David Hewetson, Recelle Nitschke, Cindy Miller, and Enos Baker. Four quests were also present to include Mr. Ed Russell (Chairman of the Akron-Canton Section).

Closing:

Members were thanked for their attendance and participation and the meeting was adjourned.