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Board of Directors Meeting

Sep 12, 2019

Attendees

Ray Chang, President
Megan Broccoli,
Logan Petrey, Secretary
Ramkrishnan P.B.

10:30 AM Review and finalize agenda; approval of board meeting and notes & minutes

Ram- Motioned to approve agenda
Ray - seconded the motion
This meeting was via teleconference
Vote Record (4-0-0)

10:50 AM Review of QCS 2018 Management Report

Ram stated that in the past he wrote the Management Review Report for review by the board but now feels that it is important for the Senior Management team to have access to this document. He said this is an ISO requirement that this report be produced annually by management and reviewed by the Board as an extra oversight. However, as part of the Management Review report, it remains that the Board is still the Mechanism to safeguarding impartiality and as such, the Board is required to review the Impartiality section of the Management Review report; along with the Risk to Impartiality Analysis and provide feedback to the Management for their next Management Review report. The board reviewed the provided Management Review report, the Impartiality Training packet and the Risk to Impartiality Analysis. The Board concluded that the reporting from management is more effective and as feedback; the tools in place to safeguard impartiality appear to be effective and propose that no changes be made at this time.

11:30 AM Approval June 11, 2019 Board Minutes

Ram- Motion to approve June Board minutes
Logan- Seconded the motion
Vote Record (4-0-0)

11:40 AM Next board meeting

Dec 2019/Jan 2020.

11:45 AM Meeting Adjourned