

QAPI **Committee Report**
(name of committee)

Date: 18 June 2024

Meeting Type (telephone, in person, zoom): **zoom**

Board Members Present: Brenda Cruickshank, Clark Adams

Board Members Absent: Richard Setzer

Invited Guests (staff members): Melissa Jackson, Melinda Crowl and Donna Richards

Meeting Start Time: 1100

Strategic Goal(s) addressed: #8 Cultivate an excellent team

Contents and summary of discussions: Change of QAPI Meeting to monthly. Last Thursday of each month.

Discussion on the Malcolm Baldrige silver application

Other issues/concerns addressed (if necessary): none

Findings and Recommendations (if any): Become a part of the Baldrige team

Attachments (as required):

Future Agenda Items: review of QAPI reports and updates on the silver application

Meeting end time (adjournment): 1121

brenda cruickshank 23 june 2024

Committee Chair (sign and date)

(email Report within 5 days of meeting to President De Gasta, Melinda Crowl and Robyn Boland)