

**January 2014 Minutes  
Corrected Copy**

**Location:** Aaron Jones's house Carver Ma.

**Date & Time** 01/07/2014 5:30 P.M.– 6:58 P.M.

**Attendees** Jean Patton (Chair) Ron Field  
Monica Morrissey Rochelle Jones  
Aaron Jones Joe Hanley

**Guest** Denise Robitalle (Financial Auditor)

**Absentees** Dave Gaugler Gerry Quinn

**Discussion Items:**

**Secretary** There were no November minutes present to accept. The December meeting was scheduled as the appreciation dinner , thusly no minutes were taken.

**Chairperson** Jean stated that the treasury was dangerously low and requested attendees to develop strategies for reducing expenditures and increasing income .

**Treasurer** The six month audit was successfully conducted. The Treasurer is awaiting financial paperwork from National to fulfill requirements.

**Membership** Membership statistics from National available in December indicated our membership stood at 190 members. As of that month there were 4 new members and 33 unpaid.

**Education** A CMQOE started in December with 9 students.  
Rochelle also stated that she has had requests for information for a CQA course with 5-9 potential students

<b>Programs</b>	The January program is all set with Ron speaking on. The differences and similarities between Nuclear and ISO standards. The February program will deal with the potential changes to ISO 9001-2015. At this writing the speaker has not been chosen.
<b>Scholarship</b>	No new activities have taken place during the month
<b>Newsletter</b>	One final edition of the newsletter will be published in March, after that information on the Section will be obtained through the web site. Monthly meeting topics will be mailed to members via a postcard.
<b>Cert/Recert</b>	A series of certification exams was held on December 7 <sup>th</sup> . Eleven members took the exam.
<b>Website</b>	The new website is up and running. Training for the E-Board will begin shortly with members who use the site most frequently being trained first.
<b>VOC</b>	ASQ's VOC training and the Qualtrics Survey software training are both complete and a new survey is in the process of being materialized in order to get a feel for what members desire from the section. A sample survey will be sent to the E Board hopefully by month's end, with distribution to the membership to take place in February.
<b>NEQC Rep</b>	The Council published a request for papers on its website.
<b>Student Section</b>	No Report.
<b>New Business</b>	A vote was taken and passed unanimously to reimburse Ron for his purchase of the ISO 9001-2008 standard, the standard was needed by Ron to prepare for the January dinner meeting.
<b>Action Items</b>	All members should come prepared to discuss how the board can increase income and reduce expenditures.
<b>Next Meeting</b>	<b>Good Days West Bridgewater February 5, 2014 at 6:00 P.M.</b>

## February 2014 Minutes

**Location:** Good Days Bridgewater Ma.

**Date & Time** 02/12/2014 5:55 P.M. – 7:23 P.M.

**Attendees** Jean Patton (Chair) Ron Field  
Monica Morrissey Rochelle Jones  
Aaron Jones Joe Hanley

**Absentees** Dave Gaugler Gerry Quinn

### Discussion Items:

**Secretary** The January minutes were accepted with minor corrections

**Chairperson** Jean restated that the treasury continued to be unhealthy low. A short discussion ensued that culminated with a vote to immediately abandon the newsletter. The vote passed unanimously. It is anticipated that with the cessation of the newsletter the Section will realize a of \$4,320 saving for a calendar year

**Treasurer** The financial paperwork from National needs to be signed and sent to National this week. Monica noted that there was a shorted of \$2.24 shortfall, Aaron thought he knew where the errors we located and was to discuss these figures with the Treasure after the meeting was over

Monica also stated the there was a balance of \$9,378.83 in the treasury

**Membership** Membership statistics from National available in January indicated our membership stood at 187 members. As of that month there were no new members and 26 unpaid with 9 renewals.

<b>Education</b>	<p>CMQOE is up and running with nine students. Section will realize \$2100.00 profit because of the course.</p> <p>A ONE TIME WEBINAR PRESENTATION ON Culture Change through auditing is set up for Wednesday evening February 26. Pricing for early registration is \$15, with general registration set at \$20</p> <p>CQA is set up on Eventbrite and is ready to accept registrations. The course will start on March 18<sup>th</sup> and will run on Tuesday evenings until the exam date.</p>
<b>Programs</b>	<p>The February meeting is set with Denise Robitalle set to discuss the proposed changes to the ISO 9001-2015 revisions.</p> <p>Jean is also pursuing two potential speakers for the March April meetings. Alan Robinson will hopefully be the March speaker and Ron Pujalte will follow him in the April slot.</p>
<b>Scholarship</b>	<p>No new activities have taken place during the month</p>
<b>Newsletter</b>	<p>Cards announcing the February dinner meeting will be mailed out on Thursday 02/13/2014.</p> <p>Ron also proposed that postcards announcing the dinner meetings to be abandoned at the end of the fiscal year since meeting notices are carried on the website. In the meantime postcards would notify members of this decision. Eliminating the mailing of postcard will result in an additional \$1,000 savings per year.</p>
<b>Cert/Recert</b>	<p>The next exams are scheduled for March 1<sup>st</sup>, Gerry has already secured a room for it. Bridgewater invoiced us for the last two exams and Gerry has passed it onto the Treasure for payment.</p> <p>Gerry also stated that he has recertified four members and denied one applicant for lack of RU's.</p>
<b>Website</b>	<p>No minute notes were taken during this Website's report to the E-Board.</p>

**VOC** The sample survey has been sent electronically to the E-Board for review and use.

The 2014 survey for the Section has been completed and is ready for dissemination to Section members.

**NEQC Rep** The Council is still requesting papers for their annual conference scheduled to be held in Springfield on October 21st & 22<sup>nd</sup>. The Council also announced that member leader training will be held on November 14<sup>th</sup>.

**Student Section** The Section has heard nothing from the student section at UMass-Dartmouth. Both Gerry and Joe have attempted to reach Dr. Rai with no success.

**New Business** No new business was discussed.

**Action Items**

**Next Meeting** **Good Days West Bridgewater March 5, 2014 6:00 P.M.**

**March 2014 Minutes**  
(Corrected copy)

**Location:** Good Days Bridgewater Ma.

**Date & Time** 03/05/2014 6:10 P.M. –7:15 P.M.

**Attendees** Jean Patton (Chair) Monica Morrissey  
Aaron Jones Joe Hanley

**Absentees** Dave Gaugler Gerry Quinn Ron Field  
Rochelle Jones

**Discussion Items:**

**Secretary** The February minutes were accepted with minor corrections

**Chairperson** Jean restated that the treasury continued to be unhealthy low but slowly we are digging ourselves out.

**Treasurer** The financial report was approved by National.  
Monica also noted there was a balance of \$1500.00 in the treasury.

**Membership** There was no report from Membership.

**Education** CMQOE is up and running with nine students. Section will realize \$2100.00 profit because of the course.

The one time webinar was quite a success. Thanks to Aaron for his assistance with e-mail blasts

CQA registrations are looking good! We have 6 registered as of 2/27/2014. I expect 5/6 more students from past student connections by the course start date

<b>Programs</b>	<p>The chair announced the following speakers in the next few months:</p> <p>March Jean "Training the Auditors"  April Alan Robertson "Ideas are Free"</p>
<b>Scholarship</b>	No new activities have taken place during the month
<b>Newsletter</b>	Cards announcing the February dinner meeting will be mailed out on Thursday 02/13/2014. In addition the Chair sent a letter to all members explaining that come September monthly meetings would be posted on the web site and mailings would cease.
<b>Cert/Recert</b>	No Report
<b>Website</b>	The site has been updated with current meeting dates. Site Chair requested secretary to furnish current year minutes for posting to the website
<b>VOC</b>	The survey is ready to launch. Qualtrics software bugs resulted in a partial mailing to members. The Voc chair is currently working with technical support to straighten out the problem.
<b>NEQC Rep</b>	The Council is still requesting papers for their annual conference scheduled to be held in Springfield on October 21st & 22 <sup>nd</sup> .
<b>Student Section</b>	No Report
<b>New Business</b>	No new business was discussed.
<b>Action Items</b>	Supply current year E-Board minutes to website chair for posting to the web site
<b>Next Meeting</b>	<b>Good Days West Bridgewater April 2, 2014 6:00 P.M.</b>
<b>Postscript</b>	There was no E-Board meeting in April due to prior commitments by a majority of members.

## May Minutes

**Location:** Good Days Bridgewater Ma.

**Date & Time** 05/07/2014 6:00 P.M. – 8:18 P.M

**Attendees** Jean Patton (Chair) Monica Morrissey  
Aaron Jones Gerry Quinn Rochelle Jones Joe Hanley

**Absentees** None

### Discussion Items:

**Secretary** The March minutes were accepted with minor corrections

**Chairperson** Jean announced the following changes:  
Ron Field and Dave Gaugler have resigned from the E-Board  
Dan Bowman has also volunteered to sit on the E-Board  
Aaron has been appointed as Communication Chair  
Jean will also assume the role of Program Chair  
Aaron will also continue as Website Chair  
Jean also made clear that a member posing and idea. or suggestion, is responsible for following the investigation of that idea to fruition.

**Treasurer** Monica also noted there was a balance of \$19,982.56 in the treasury.

**Membership** The latest statistics from National indicates that membership stands at 187 paid members. Additionally, there were 18 members that renewed, 31 remain unpaid and 2 new members



**Education**

CQA is ongoing with 41 students. As a result the treasury will realize an increase of approximately \$13,000.00.

Rochelle stated that she had a telecom with Dimitri who proposed conducting a half hour webinar through our system. The subject would be tools to help the professional. She was directed to explore this in more depth and report to the board

Instead of a monthly meeting there will be a webinar session on Wednesday May 14 between the hours of 6:00 – 7:00 P.M.  
Rochelle

**Programs**

At the present time there is no scheduled speaker for June, although s speaker from Toastmasters was proposed and met with approval from the Board.

It was proposed that September be dedicated to “Past Chairperson’s Night”. Aaron proposed that the past chair bring a professional with them. He is heading this endeavor and will keep the Board informed.

**Scholarship**

It was agreed that there would be three scholarships awarded this year, one for a \$1,000.00, a second for \$500.00 and a third for \$150.00. The latter was a gift from

A lively discussion ensued regarding changes that might be made to the Scholarship fund. Jean appointed a sub-committee to hear, investigate and approve/disapprove proposed changes. Gerry wa appointed chair of this committee and all present members volunteered to sit on the sub-committee

**Cert/Recert**

Gerry stated that he had rejected the paperwork of one member looking for recertification because of inadequate requirements. A second member was approved and that paperwork sent to National.

June 7<sup>th</sup> is set for the next round of certification exams at the Brockton campus of UMass, nine candidates are scheduled to take the various exams. As of this writing the breakdown is as follows: CQA – 4, CQE – 1, CQIA – 1, CQPA – 1, Green Belt – 2

**Website**

The website and all associated programs were purchased by the section for the next 5 years.

A motion was made and the vote approved to make godaddy.com the provider.

<b>VOC</b>	<p>The survey was e-mailed to 160 members, of that 20 completed the survey and returned it.</p> <p>Four members requested education information which was sent them. There was no follow-up requests from the four members</p>
<b>Website</b>	<p>The site has been updated with current meeting dates. Site Chair requested secretary to furnish current year minutes for posting to the website</p>
<b>Student Section</b>	<p>Aaron and Joe have tried with varying success to reach Dr BK Rai. According to Aaron there are 7 new student members.</p> <p>Gerry is also interested in meeting with “BK” to discuss the need for a student charter which is a requirement of National.</p> <p>Joe wil try o get in touch with “BK” to set-up a meeting</p>
<b>New Business</b>	<p>National is requesting that the Treasurer provide extensive paperwork which appears to the Board to be bureaucratic and useless for reporting requirements. Aaron &amp; Monica are drafting a response that will be signed by all E-Board members and sent to National</p>
<b>Action Items</b>	<p>Draft a response to National stating that Olde Colony will not abide by National’s new reporting requirements. Actionees: Aaron &amp; Monica</p> <p>Set-up a meeting to discuss changes to the scholarship charter. Actionee: Gerry</p> <p>Get in touch with “BK” to set-up a meeting with UMass student section ASAP. Actionee: Joe</p>
<b>Next Meeting</b>	<p><b>Good Days West Bridgewater June 4, 2014 6:00 P.M.</b></p>

## June Minutes

**Location:** Good Days Bridgewater Ma.

**Date & Time** 06/04/2014 6:00 P.M. – 8:10 P.M

**Attendees** Jean Patton (Chair) Monica Morrissey  
Aaron Jones Gerry Quinn Dan Bowman  
Rochelle Jones Joe Hanley

**Absentees** None

**Guest** Demetrios Venetis

### Discussion Items:

**Secretary** The May minutes were accepted with minor corrections

**Chairperson** Jean bought a personal copy of a book on the computer program “Sharepoint 2013”. ASQ’s version is not well maintained, for example, versions change without notice. Aaron is investigating.

Jean is also working on a procedure for debit card use, She will pass it on to GMQ for formatting when it is completed .

**Treasurer** Monica also noted there was a balance of \$20,218.66 in the treasury. In part the following deposits accounted for a portion of the current balance;

- a \$1,000.00 allotment from ASQ
- Recertifications in July from ASQ
- P&C \$502.02 up

Aaron’s and Tony’s checks are in the mail.

**Membership** Membership statistics for June have not been posted at the time of this meeting. A suggestion was made that we use the past month’s count as opposed to the current month’s count 187 total members for May.

## **Education**

The one time webinar with Al Grigg was not successful, six people participated; however, all revenue did come to the Section. Rochelle suggested we send him a speaker's gift card of \$50.00.

CQA course ended last night on the third, the course finished with 41 students.

Tony is very busy, he plans to take an exam on Saturday the 7<sup>th</sup> besides doing a lot of teaching. Rochelle stated that Tony would like to reconfigure the CQA and possibly change the time.

The CMQOE is currently scheduled to be taught on the following dates:

- 07/28
- 10/02
- 12/11

Aaron was requested to post these dates on the web site, Rochelle will edit the text and forward it on to Aaron.

Demetrios proposed a series of webinars of 15 to 20 minutes duration to be conducted during the lunch hour. Course content has not been determined, quite possibly it could entail one of the following six sigma, green belt or black belt. Demetri will submit a proposal to the E-Board

## **Programs**

Demetri has agreed to be the speaker during the June monthly meeting.

Aaron expounded on the proposed "Past Chairperson's Night" and what he would like to accomplish at the September meeting

Jean also said that Viginia P would like to do a "National Graduate School Night" during the October/November time frame. There were no details clarifying what the night would entail.

## **Scholarship**

Three meetings were held attended by Jean, Aaron and Rochelle with Gerry as the chair. The current procedure has been modified opening the scope to members and giving them more input in advocating for the potential enrollees. It was agreed to have a Beta test of the procedure at the August E-Board Meeting

## **Cert/Recert**

Gerry stated that he had approved one members package for recertification. He also stated that National had misplaced Barbara

Levit's approved application. They cashed her check but did not issue her certificate..

**Website**

Aaron requested that he be included in any electronic mailings.

**VOC**

No Report

**Student Section**

No Report

New Business

## November Minutes 2014

**Location:** Good Days Restaurant – West Bridgewater Ma.

**Date & Time** 11/05/2014 P.M. 5:50 P.M. – 7:50

**Attendees** Jean Patton (Chair) Monica Morrissey  
Gerry Quinn Rochelle Jones Ron Field Joe Hanley

**Absentees** Dan Bowman Aaron Jones

### Discussion Items:

**Secretary** The September and October minutes were accepted without corrections.

**Chairperson** After submitting her resignation Jean has decided to rescind it and remains in her Chair position.

Monica presented Rochelle and Gerry with their awards for extraordinary service to the Section.

Jean agreed to search the Taunton area for possible meeting establishments.

**Treasurer** The third quarter financials have been submitted to National but have not been accepted by them.

The current balance is \$18,676.35 of which \$4,579.80 has been received through Eventbrite

**Membership** Membership is stated below:

	Oct
New	3
Unpaid	20
Total Membership	186

**Education** The CQA, course as of this writing, is into its sixth week and is progressing well.

**Education (Cont)** Advertising for the CMQOE has started and already has three sign-ups.

Tony requested that our education programs collaborate with the RI Section. Rochelle received a copy of a “Memorandum of Understanding” from National that would be used if we did decide to collaborate as requested. It was decided that the form would not be used. A lengthy discussion followed on the subject with a determination that no further action would be taken at this time.

**Programs** Kemi Sorinmade has agreed to be our November speaker, her topic will be on leadership.

Our next monthly meeting will be in January. At this point no speaker has been selected, but Jean has a potential candidate in mind.

Jim Shore is still “penciled in” for February. Jean is having difficulty connecting with Toast Masters and APEX for possible meeting partners. Pat Wardwell speaking “Green Belt” is still possible for later in the year.

**Scholarship** The Board agreed unanimously that \$4,000.00 would be allocated for scholarship disbursements, broken down as follows:

Scholarship	\$2,000.00
Job Enhancement	\$1,500.00
Exams	\$ 500.00

It was brought to the attention of the Board that the scholarship procedure has not been approved by them. Gerry agreed to e-mail it members who upon reading it would approve/disapprove it electronically. Once approval has been received the membership would be appraised through the web site of the revised scholarship procedure.

**Cert/Recert** Gerry announced that he processed one member's recertification.

The next certification exam occurs on December 6<sup>th</sup> that Gerry and Monica will proctor. Seven candidates are scheduled to sit for the test, broken down as follows:

CQA	10
CQE	6
CQT	1

**Website** No Report

**VOC** Jim Shore's report on the status of the Section created some discussion, but no action was taken.

**Student Section** Unbeknownst to Gerry and the Section, National has specific forms to be completed prior to a student section's approval by National. To exacerbate the problem there was no electronic or verbal communication from National on the existence of these forms, additionally, the forms were not posted on National's web site. This omission has caused the Section to lose six months of time and energy in its attempt to have the student section at UMASS-Dartmouth under its envelope. Gerry has since acquired the necessary forms and Section signatures. He has sent the forms to the student section advisor and is awaiting signed return of them prior to resubmitting them to National for acceptance.

**Action Items**

Draw and prepare to discuss an Org Chart of the E-board positions.  
Actionee All E-Board members

Learn and be able to apply that knowledge in the care and maintenance of the web site.  
Actionee Jean & Gerry

**Next Meeting** Good Days Restaurant December 3, 2014 at 6:00 PM.



## December Minutes 2014

**Location:** Morrell's Country Tavern – West Bridgewater Ma.

**Date & Time** 12/17/2014 P.M. 6:08 P.M. – 7:15

**Attendees** Jean Patton (Chair) Monica Morrissey Gerry Quinn

**Absentees** Rochelle Jones Ron Field Joe Hanley Dan Bowman Aaron Jones

### Discussion Items:

**Secretary** November minutes will be approved at the January eboard

**Chairperson** The approved slate for 2015 is Joe Hanley – Chair, Ron Field – Secretary and Monica Morrissey - Treasurer

**Treasurer** Preparations underway for annual financial audit. Need to confirm a date with Denise Robitaille.

Business plan and budget submitted on time.

The current balance is \$17,141.38 (represents payments to the CQA instructor and coordinator)

**Membership** Membership is stated below:

New	3
Unpaid	16
Total Membership	188

**Education** Email of updates submitted to Chair.

The CQA course is complete and both the instructor and the coordinator have been paid.

The CMQOE was cancelled due to low enrollment.

**Programs** Stan Wharton is confirmed for January. Justin? for February and Gil Andrade for March. Ask Jim Shore to speak in April.

**Scholarship** General discussion of latest proposed revision. Gerry will revise and send out again. Plan to discuss in January.

**Cert/Recert** Exams held Dec 6<sup>th</sup>, 17 people initially scheduled, 2 cancelled and 2 were no shows for a total of 13 people.  
There were no recertifications.

**Website** No Report

**VOC** Email of updates submitted to Chair.

**Student Section** Joe and Gerry did meet with BK and got all documents completed and sent to the regional director.

**Action Items**  
Draw and prepare to discuss an Org Chart of the E-board positions.  
Actionee All E-Board members

Learn and be able to apply that knowledge in the care and maintenance of the web site.  
Actionee Jean & Gerry

**Next Meeting** Morrell's Country Tavern January 7, 2015 at 6:00 PM.