

January 2006 Minutes

Location: Lorenzo's Middleboro Ma

Date/Time: January 4, 2006 6:05 – 7:57 PM

Attendees: Dave Gaugler (Chair) Monica Morrissey
Jim Donaldson Alin Darabus Joe Hanley
Denise Robitalle Gerry Quinn Grace Kish

Absent: Dick Anderson Paul Loonie

Discussion Items: Secretary
The December minutes were accepted as written.

Chairman

Dave agreed to teach Alin and Grace HTML. No timetable was agreed upon at the meeting but a time would be set prior to the next E-Board meeting.

Grace stated that she would explore web hosting for the Section's web site.

A discussion centered on the SMP plan for the Section. It was assumed that Denise as vice-chair was in possession of it. It turns out she does not. The question was raised could we get it from National. Joe asked Cynthia, at National, if she could forward the plan to him. She stated that it is not a requirement for plans to be sent to National and Olde Colony was one of many sections that did not send copies to National.

Treasurer

The financial status of the Section as of January 31, 2006 is as follows:

Trust Account	\$19,132	
Checking Acct	\$19,387	
Total		\$38,519
Income for the month	\$223	
Checks written total	\$ 80	

Monica would like to discuss a budget comparison chart and would like some ideas and opinions.

Membership

ASQ reports the Section has two new members. Letters will be sent to them inviting them to a meeting and a free meal. The letter will state that the offer of a free meal will only be good for three months.

Arrangements

Alin is arranging speakers for April, May and June.

There was much distaste for the poor service and the lack of coffee or dessert at the monthly meeting.

Denise suggested that some chairs speak about the duties they perform as chairs of specific committees.

It was agreed that for the March plant tour attendance would be limited to 30 attendees only and that pizza would be served starting at 6:00 sharp

Scholarship

Gerry will e-mail his proposed changes to the scholarship policy. He requests that a vote be taken on the changes at the February E-Board meeting.

Certification

At the December certification exam only the four taking the CQE exam showed up. Two members scheduled to take the CQA exam withdrew their application at the last moment.

Gerry was unable to proctor the January and March certification exams because of a conflict with work. Grace agreed to proctor for him.

Recertification

No report

Education

Grace is offering a resume workshop on Saturday January 21, 2006 at the Days Inn in Middleboro. Cost of the session is \$50.

Denise is willing to give a two day blitz for the CQA exam. No date or location has been decided on.

Action Items

Assemble an Election Committee
Actionee: Dave Gaugler

Report on status of setting up a plant tour of the TMLP for March
Actionee: Monica Morrissey

Report on status of February meeting With NOAA.
Actionee: Grace Kish

Next Meeting February 7, 2006 Lorenzo's 6:00 PM

February 2006 Minutes

Location: Lorenzo's Middleboro Ma

Date/Time: February 7, 2006 6:01 –8:05 PM

Attendees: Dave Gaugler (Chair) Monica Morrissey
 Jim Donaldson Alin Darabus Joe Hanley
 Denise Robitalle Gerry Quinn
 Dick Anderson

Absent: Grace Kish Paul Loonie

Discussion Items: Secretary
 The January minutes were accepted as written.

Chairman
 Andy agreed to become the alternate webmaster.

Dave passed copies of the HTML disc to Andy, Alin and Grace so that they may learn that aspect of the web page.

Grace sent out e-mails for possible agent to act as web hosts for our web site. Results are too expensive for us to consider.

The slate for the next fiscal year has been selected and will be presented to the membership via the newsletter and at the March monthly meeting. The slate proposed is:

Chair	Denise Robitale
Chair-elect	Jim Donaldson
Treasurer	Monica Morrissey
Secretary	Joe Hanley

Treasurer

The financial status of the section as of February 28, 2006 is as follows:

Checking Account	\$18,711
Trust Account	\$19689

Deposits for the month	\$ 589
Checks written for month	\$ 1264

A question arose concerning the ownership of the CD book. Monica stated that she did not have it but would e-mail Paul to obtain it from him, if he had it and if not who might have it in their possession.

Monica also stated that she was in the process of learning "Quick Books".

Membership

ASQ reports that the section membership stands at 225 members with three new members:

Henry Bradford	22 Brewster Rd	West Bridgewater Ma.	02379
Robin Parella	126 Shove St	Fall River Ma.	02724
Rose Perry	100 Technology Center Dr	Stoughton Ma	02072

Arrangements

Because of personnel problems with Lorenzo's, e-board and monthly meetings have been changed. March's e-board will be held at Gary's in West Bridgewater as will the April monthly meeting. Future e-board and monthly meetings will be held at La Casa Mia located on route 138 in Raynham.

Alin stated he had sent out e-mails to potential speakers for May and June.

The March monthly meeting is a plant tour of the Taunton Municipal Lighting Plant. Dinner will be served at the plant and will consist of pizzas. As previously stated the tour will be limited to 30 attendees.

Scholarship

The revised scholarship procedure was discussed at the meeting. A few amendments were proposed and several were accepted. The board voted on, and accepted the procedure with the accepted amendments. The revised procedure may be found on the Section's website.

Certification

There is a scheduled certification exam, for three examinees, during the month of March. The January minutes stated that Gerry could not proctor because of a conflict with work. Grace has agreed to proctor for Gerry.

Recertification

Gerry stated that there were no recertification pending at the time of the E-Board meeting.

SMP

Denise passed out SMP plans that were drawn up for the 05/06 fiscal year. There was discussion about the plans but no action was taken, although all agreed to start the budget process in April with preliminary discussions to take place in March.

Education

The resume workshop was cancelled because of a lack of interest.

Jim also stated that he has had many request for the CQA blitz that will be taught by Denise. Jim is going to order the material for the course and set a cost for it.

In addition to the above CQA blitz course Jim also has six students who are interested in a CQA course that will be given sometime in the Spring. Additionally, Jim also has interest by five or six people interested in taking CMI training. That course also will be given sometime in the Spring. Jim is working with Denise and Joe to set schedules, training location(s), materials and costs.

Action Items

Announce the proposed slate of officers for fiscal year 06/07 via the newsletter and website.

Actionees Dave Gaugler/Grace Kish

E-mail Paul to obtain the CD book or establish its location.

Actionee Monica Morrissey

Develop minutiae for Spring CQA/CMI courses.

Actionees Jim Donaldson/Denise Robitalle/Joe Hanley

May 2006 Minutes

Location: Gary;s West Bridgewater Ma

Date/Time: May 2, 2006 6:14 - 7:52 P.M.

Attendees: Jim Donaldson Monica Morrissey Dick Anderson
Alin Darabus Joe Hanley

Absent: Denise Robitalle Andrew Cerier Grace Kish
Gerry Quinn Dave Gaugler

Discussion Items:

Secretary Both the March and April minutes were accepted as written.

Chairperson The Chair did not have a report.

Treasurer No Report

Membership As of May 31,2006 membership stood at 231 paid members.

Arrangements The May meeting was held at La Casa Mia inTaunton. The speaker was Rick Heffernan who discussed conducting surveys.

June's meeting is scheduled for Bailey's in Wareham.

Scholarship Gerry presently has two applications. He will be mailing copies to Monica and Grace for review.

Dick stated that Mrs Maximuk would like to be appraised on the winner of the scholarship.

Certification Certification exams were given on Saturday June 3rd at Bridgewater College. There were 2 CQE and 9 CQA examinees.

Recertification Gerry stated that he recently had to reject an application for recertification because the applicant used company provided training as a portion of his recertification credits. Company provided training is not acceptable for recertification credits.

SMP Denise is looking for a volunteer to update the SMP chart so that we can submit it on time in August or early September.

Education Jim reported that there were five (5) student for the CQA course held on May 6th. He also had to cancel the CMI for lack of interest. It seems that the potential class in reality wanted a more basic course in mechanical which the section was not prepared to conduct.

Newsletter The newsletter was prepared the weekend of June 3rd. It also contained a double page advertisement for \$175.

New Business

Grace made the suggestion that we have a discussion and vote on who can/cannot cancel a meeting.

She also suggested discussing various meeting places for monthly meetings including renting a hall with a catered meal.

A suggestion was also made to have the July/August e-board meeting at someone's house and have a barbeque.

Action Items

Dave to sign the TWC contract .

Actionee: Grace Kish

Contact National to find out the number of people in our section on July first of '05 and also certified/recertified for recognition in the newsletter.

Actionee: Andy Cerier

Update education information on the website.

Actionee: Dave Gaugler

Develop a budget proposal before the next eboard using Denise's spreadsheet.

Actionee: Monica Morrissey

Develop the list of officers by name, office and ASQ membership number and e-mail to National.

Actionee: Joe Hanley

Next Meeting: June 13, 2006 6:00 P.M. La Casa Mia

August 2006 Minutes

Location: Gary's West Bridgewater, MA

Date / Time: August 1, 2006 / 6:05 – 8:00

Attendees: Jim Donaldson Monica Morrissey Alin Darabus
Dave Gaugler Gerry Quinn Denise Robitaille
Grace Kish Dick Anderson Anurag Asthana

Absent: Joe Hanley

Discussion Items:

Secretary: August minutes recreated from Monica's notes, as Joe is not present.

Chairperson: Agenda distributed.

Treasurer: Blank budgets distributed.

Membership: Need to find someone. Joe was to take it on.

Arrangmnts: Still need speakers. Perhaps Angelo Skangus. Grace is speaking in September.

Scholarship: Jim's wife is welcome to accept her son's award

Cert / Recert: Gerry to give Grace the names of people passing exams and recertifying.

SMP: Need to review and clarify objectives for next year.

Education: No report. Marcia Weeden might be interested in being our NEQC rep.

Newsletter: Adding history reports, recert "rants" and new formatting.
Working on soliciting advertising.

Student: No report.

Website: Problems getting to the site. Needs to be worked out with TMLP and TWC.

OPEN Action Items from Last Meeting:

New Business:

- Choose a "drop dead" date for submissions to newsletters. Need to have info to Grace by dinner meeting of prior month. Denise would like to see a 3 week lead time.

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Action Items:

Gerry provide Grace names and types of recerts for newsletter each month
clarify scholarship procedure (address and mailed documents only)

Monica pull final budget together

Denise contact Mr. Patel for NEQC information

Dave get website back up and running

Grace ask National for names of people passing exams and put it newsletter

Jim download the current SMP booklet

Next Meeting:

September 5, 2006 6:00 pm Gary's in West Bridgewater

September 2006 Minutes

Location: Gary's West Bridgewater, MA

Date / Time: September 5, 2006 / 6:00 – 8:15

Attendees: Jim Donaldson Monica Morrissey Alin Darabus
Dave Gaugler Gerry Quinn Denise Robitaille
Grace Kish

Absent: Joe Hanley Dick Anderson Anurag Asthana

Discussion Items:

Secretary: August minutes have not yet been presented and cannot be accepted. Joe's computer is down. Monica will take minutes for this meeting

Chairperson: Agenda distributed. "Q" cards arrived and given to Monica for speaker gifts.

Treasurer: The fiscal audit of 2005-2006 was submitted to National ahead of the deadline. Copies of our internal audit were distributed to the eboard. The July 2006 Treasurer's report was presented. A budget sheet was circulated and the responsible individuals are to forward their expected expenses to Monica.

Membership: No updates on filling the position. Monica has offered to fill in until Joe's computer is back up and running. The sustaining member contact for DePuy is currently listed as "unpaid". Monica will speak to National.

Arrangements: Roger Keller has not responded to requests for speaking. Denise will contact him personally. The October dinner meeting will be held at China Garden in Raynham. A \$100 deposit must be made the first week or two of October. As of Sept. 7th, Mr. Scangas will be our October speaker. The Rhode Island section is interested in a joint meeting for January 2007, with Denise as the

guest speaker.

Char Scholarship: Dick emailed our scholarship history to the eboard. Grace invited Maximuk to the September meeting. We have all agreed that the application needs to be clearer on where and how to submit applications. We also discussed moving the award presentation to June, before school starts.

Cert / Recert: Our ASQ contact has moved on. Gerry expects the room fee at BSC to go up to \$75 for the coming year.

SMP: Jim is the new SMP chair. He will be updating and maintaining the file.

Education: No report. We would like to run the CQA bootcamp again, Jim to teach?

Newsletter: Adding history reports, recert “rants” and new formatting.
Working on soliciting advertising.

Student: No report.

Website: Up and running.

OPEN Action Items from Last Meeting:

Denise to contact National about removing Andy from the National database access and making sure

Joe is able to access the membership lists. – To be completed.

Alin had requested that we all try to think of different places to hold meetings. He says we are all set now.

Gerry was to provide names of people passing exams. - He does not have access to that information, but will look into getting it.

Dave to get website running through TWC. - Accomplished!

New Business:

- Wrapped up discussion of the “lost” scholarship application. We do need to clarify the procedure to

avoid confusion. Perhaps mandate a “confirmation mailing” to address listed on website?

- Jim mentioned that National wanted to advertise in local newsletters about an upcoming survey, but

they are too late to make our September mailing date.

- Denise would like to see a spreadsheet for Grace’s survey data

- Alin will be attending one day of the NEQC conference this year as a member of our section. We

can discuss whether or not he would like to be our permanent NEQC rep at a future date.

- We need to make up some sort of contract for restaurants. List what we have to offer along with

what we need. What are our minimum requirements? Private room, electrical outlets etc. Must

state that we are a NOT FOR PROFIT organization. We need to be fair to both parties. Perhaps we

could offer newsletter/website advertising in exchange for being reasonable. “We would like to

recognize and thank XXX for hosting our meeting. Go to their website at”

Action Items:

Gerry provide Grace names and types of recerts for newsletter each month
clarify scholarship procedure (address and mailed documents only)

Monica

acting as temporary membership chair
add newsletter and dinner coupon to “welcome” letters, Nat’l + our emails
China Garden Restaurant 883 Broadway (Rt 138) Raynham, MA 02767
508-823-3070 or 824-6214 the first or second week of October
define sustaining and corporate, why did DePuy contact drop off list?
(what were running reminders called by Denise?)
asset report each month (in addition to my treasurer’s report)
can I print PDF’s from Quickbooks?
ask National for 2006 – 2007 treasurer’s book
profit/loss statement each quarter

Denise

get Joe on National membership lists and have Andy removed
contact Anurag??

agreed!)

follow up with Roger and Angelo for dinner speaking (Angelo has

Dave separate education and scholarship on the website (use newsletter info)

Grace ask National for names of people passing exams and put it newsletter
send Denise and Dave the 'opt out' instructions for emails
spreadsheet of survey data

Jim download the current SMP booklet
contact Anurag??

ALL Information for the newsletter must be submitted by the previous month's
dinner meeting
review survey and forward comments to Grace by Monday the 11th
submit budget numbers to Monica before October meeting
review SMP report for keep/delete/add comments for next meetin
think about what should be included in a restaurant contract and give to
Monica

Next Meeting:

October 3, 2006 6:00 pm Gary's in West Bridgewater

*** Denise requested the November meeting be moved to Wednesday November 8th ***
Please let her know if this is acceptable.

October 2006 Minutes

Location: La Casa Mia, Raynham MA

Date / Time: October 3, 2006 / 6:15 – 8:10

Attendees: Jim Donaldson Monica Morrissey Alin Darabus
Dave Gaugler Gerry Quinn Denise Robitaille
Grace Kish Dick Anderson

Absent: Joe Hanley Anurag Asthana

Discussion Items:

Secretary: September minutes accepted. It was decided that August minutes
will be accepted electronically when they are completed.

Chairperson: Agenda distributed.

Treasurer: The September Treasurer's report was presented. (See last page.)

Membership: In the month of September, we had 228 members, with 9 "new"
members.

Arrangements: The November eboard will be on the 8th and not the 1st of the month. We have speakers through January 2007. Joanne Kuhn?? wants to speak next year.

Scholarship: A thank you letter was received from Mr. Zachary Araujo for his scholarship award. (The treasurer has the letter.) Revisions to the application were presented.

Cert/Recert: Exams are scheduled for 10/21. More instances of the recertification procedure not being followed correctly. Ultimate say on recert acceptance rests with the local section. National only recertifies the certifier. Of course, appeals are made to National.

SMP: Current SMP booklet printed. 6 goals are currently on our SMP. Gerry would like to see exams added back in.

Education: No report.

Newsletter: Went out late this month, waiting on information from the speaker and education. The ISO Network purchased another \$175 of advertising for the month of September. They intend to advertise 4 times/year. Spreadsheet of survey data was distributed for review.

Student: No report. Need to reestablish contact with Dartmouth. Massasoit Community College might be interested in our section.

Website: Up and running. Still waiting for education information.

OPEN Action Items from Last Meeting:

- Treasurer to submit quarterly profit and loss report.
- No education information to post on website. Still none.

New Business:

Discussion of the new “opt in/opt out” policy. Grace and Dave will work together on this.

Discussed the upcoming CQA course registration deadline.

Suggestion to offer “frequent diner” dinners to members attending dinner meetings.

Action Items:

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|------------------|--|
| Gerry | Finalize scholarship application procedure. |
| Monica | Prepare quarterly report. |
| Denise | Give Alin Johanna’s information for possible speaking engagement.
Contact NEQC about Alin as our representative.
Contact Chip about an eboard position. |
| Dave/Jim | Make a list of equipment, including model and serial numbers. |
| Grace | Email “blast” about upcoming CQA course.
Contact student rep. and see if he is still interested in participating.
Send Denise Chip’s information.
Update newsletter with Alin as NEQC rep. (Done.)
Ask Dave Hicks about the camera. (Done, it is a 35 mm and he will look for it.) |
| Jim | Add exams back to the SMP table. |
| Dave
monthly. | Inquire about a potential cost savings for paying TWC yearly, instead of
Update website, Alin as NEQC Rep and Dick as Auditor. |
| Alin
and room | Follow up on restaurant at former Ann’s Place in Norton. (Done, deposit
fee required.) |

Next Meeting:

November 8, 2006 6:00 pm WHERE???

October 03, 2006

Treasurer's Report for the Month of September, 2006

(Note: I skipped a month from July to September from the last report to reflect the checking account and dinner meeting info, instead of meshing with the M+I account.)

Marshall and Ilsley Trust Account

For the month of August 2006, we have a gain of \$379.19 over July and an overall gain of \$392.53 since June 30th of 2005.

08/31/06	07/31/06	06/30/06
\$20,060.47	\$19,681.28	\$19,667.94

Eastern Checking Account

For the month ending 09/11/06, we have a loss of \$302.18 from the previous month and a loss of \$323.97 since the 07/11/06 statement.

09/11/06	08/08/06	07/11/06
\$18,679.33	\$18,981.51	\$19,003.30

Deposits totaled \$374.00 (\$374.00 from ASQ)

Checks totaled \$376.79 (\$345.30 to Grace for Aug and Sept newsletter costs, \$31.49 for Quickbooks Book)

Debits totaled \$299.39 (\$40.70 for the audit dinner, \$86.80 for Sept stamps, \$171.89 Sept eboard dinner)

September Dinner Meeting

10 attendees

8 @ \$20 / and 2 free

Total Received: \$160.00

Total Paid: \$169.94

Net Loss: \$9.94

December 2006 Minutes

Location: Sparkfish (Gary;s) West Bridgewater Ma

Date / Time: December 7, 2006 6:14 –8:1 P.M.

Attendees: Jim Donaldson Monica Morrissey Alin Darabus
Dave Gaugler Gerry Quinn Grace Kish
Joe Hanley

Absent: Anurag Asthana Dick Anderson Denise Robitaille

Discussion Items

Secretary: The minutes were accepted unanimously as written. The secretary wishes to thank Monica for taking notes while the regular secretary was absent.

Chairperson: The agenda was distributed electronically and was followed.

Treasurer: The bank statements were not available at the time of this meeting, therefore no report was given.

Membership: It was reported that there were three new members.

Education: The Education Chair was absent from the meeting because of business obligations. It appears that business requires him to out of state frequently, as a result he has been unable to attend any e-board meetings since accepting the position of Education Chair. It was voted and approved to discuss a replacement at the January meeting if he could not attend that meeting.

Arrangements: There will be no regular meeting in December because of the holidays. Arrangements stated that he had three speakers for the five months of the new year and asked if any of the e-board could suggest possible speakers. In the agenda the chair asked if the board could discuss the possibility of having monthly meetings in the same location rather than moving around. The board decided to table this discussion until January.

Scholarship: Scholarship presented a revision to the scholarship by-law. Minor changes were proposed. It was decide to withhold approval till the January meeting.

Cert/Recert: A series of certification exams were given at the beginning of the month. Three sat for the engineering exam and one sat for the auditor examination. Bridgewater was paid sixty dollars for the use of their space for our certification exams.

SMP: No discussion was held

Newsletter: the December newsletter has been printed and mailed. The Chair stated that she is still “scrambling” to meet deadlines since contributors are not submitting items in a timely manner.

Student Section: No report given

New Business:

Quickbook training will be deferred until January 2007.

Next Meeting:

January 2, 2007 6:00 P.M.
Sparkfish (Gary’s) West Bridgewater Ma.