

- Nomination: - Need Chair Elect (Demetri accepted on January 11.)
 - Aaron has expressed an interest to fill any available position.
- Newsletter: - The combined Jan/Feb letter was mailed on 12/31/09. The abbreviated Feb newslett will be mailed by Monica.
 - Post a link in the March newsletter for Demetri's "Go The Distance" website.
 - The March newsletter needs a summary and biography by Feb 20th.
- VOC: - The National customer satisfaction survey for Sections is now in progress and will end in February. We will not plan another survey until after that one ends.
 - Lee congratulated Rose for her awesome job compiling the survey results.
- Cert/Recert: - Submitted via email: the Dec exam went well and all registrants showed up.
 - Need to work on room assignments for the next two exams (the college
- Website: - Action items from December completed. There is an occasional glitch from our web hosting service that resets data. It's probable that the request for action was a result of such a glitch, that Dave has since corrected.
- QMP Timeline: Nothing due until May 2010 (see last page).
- Audit Chair / Recognition / Student: - Past Chairman's pin ordered and sent to Jim Donaldson, thank you Karen.

New Business:

- Working on developing metrics to support our mission statement
- Should we roll a CD back into the M+I now that interest rates are better? Karen will research this
- Karen suggested virtual eboard meetings, discuss in February

Action Item for all: each committee member should review Rose's last survey results and bring recommendations for each member suggestion. Roll them into future discussions (goals for next year). Motion was passed to discuss in March (Rose will be back from vacation then).

Action Items:

- Joe – get speaker names and information to Lee for programs
- Demetri – document success of Webex format
- Lee – follow up with Mark Lucchi from Good Days
- Lee – summary and bio to Rose by Feb 20 for March speaker
- Lee – ask Demetri if he will accept Chair Elect - done
- Monica – update due dates to include 1099 and Quarterly Financial Reporting – done
- Monica – provide dinner attendance info to Aaron for creating a metric
- Karen – research rolling CD into the M+I
- Karen – purchase and send congratulations to Aaron
- Karen – complete Quarterly Financial Reports
- Rose – announce Aaron's daughter's birth in March newsletter
- Rose – publish link for Go The Distance website in March newsletter
- Rose – give electronic copy of Jan/Feb and Feb newsletters to Dave to post on web

Parking Lot (Items tabled for discussion)

1. Add an education goal to the SMP (could involve setting up a plan for webex events)
We should set up a contact list of CEO's, Quality and HR Managers that we can offer web based training to
2. Contact Massasoit about a student chapter / Plan a student event with Erçan for the fall
3. We need to court a backup web administrator
4. Need a procedure for transitioning the Treasurer's duties

Next Meeting:

February 2, 2010 (remember it's the first TUESDAY!!).

2009 – 2010 QMP Timeline

Due Date	QMP Level	Required Activity
July 20	Section	Quarterly financials due.
August 15	Level 1 – Member Unit Basics Sections	Complete, audited annual financial report from the previous year 08-09 is due as directed by the Treasurer's manual. Submit to Member Unit Leadership Committee. Sections will submit theirs to ASQ Section Accountant.
September 1	Level 3 – Total Quality /J.S. McDermond Total Quality Sections	If your Member Unit achieved Level 1 (Basics) and Level 2 (Planning) for the previous year 08-09 , your Member Unit is eligible for Total Quality. Submit previous year's 08-09 Annual Business Plan with results and a cover letter verifying that 75% of goals have been met. Send to Member Unit Leadership Committee, Regional Director for Sections, and qmp@asq.org
October 1	Level 2 – Section Planning Sections Only	Submit Current Year Annual Business Plan & Budget 09-10 to: Submit to Section Leadership Committee, Regional Director, and qmp@asq.org Plan template is included in this manual and can also be found on ASQ.org at: http://www.asq.org/member-leader-community/keytasks/quality-management-program/index.html
October 20	Section	Quarterly financials due.
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May 1	Level 1 – Member Unit Basics Sections	Completed for upcoming year 09-10 . Officer list due to Member Unit Leadership Committee, Regional Director for Sections, and QMP Committee Representative for Divisions, and Qmp@asq.org The following positions are required: <ul style="list-style-type: none"> • Chair • Treasurer • Secretary
May	Member Unit Performance	Member Units earning <i>Total Quality/J.S McDermond</i> Total Quality and/or <i>Quality Gold Excellence</i> will be honored at ASQ's Annual World Conference.
June 30	Level 1 – Member Unit Basics Sections	Completed for upcoming year 09-10 . Committee list due to Member Unit Leadership Committee, Regional Director for Sections and Qmp@asq.org The following positions are required: <ul style="list-style-type: none"> • Audit Chair • Membership Chair • Nominating Chair

February 2010 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: February 2, 2010 / 6:00 pm - 7:30pm

Attendees: Lee Thomson Gerry Quinn Joe Hanley
Demetri Venetis Dave Gaugler Karen Taylor

Absent: Rose Perry Aaron Snyder Monica Morrissey

Discussion Items:

- Secretary:** - January minutes accepted, with two corrections:
Joe is not retiring, just Rose and Lee.
Bridgewater College gives notice for the next two exams.
- Chairprson:** - Joe reviewed next year's slate of officers. It is Joe, Demetri,
Karen, and Monica.
Joe asked Lee to let him know contact is made with Rosemary
Silva. Joe will be traveling, so Lee will send an e' mail.
- Treasurer:** - Karen has sent the "Cash & Investment Balance" information
to national. She has balanced the books for January.
The section is running in the black due to earnings from M&I.
It was voted to leave the CD's as is and keep rolling them over.
- Membrship:** - We had only one new member in January. We are at 29 people
on the unpaid list 5 dropped off and 4 were added.
- Education:** - Demetri will try to jump start a CQA course next week. It is planned to
run this spring. He is planning the CQE webinar for the fall.
He will look into setting up a webinar for monthly and or
E'board meetings. He can set up the phone system needed.
- Programs:** - We are set for Bill Jarvie on the 10th. Rosemary has been contacted to
send a bio and synopsis for March. We are still planning to
have our April meeting at the Fall River Country Club. The metal
bending group has been tentatively invited to the April meeting.
- SMP:** - No report.
- Scholarship:** - Gerry will start advertising for this June.

Nomination: - The slate for next year is set. At the February meeting, the secretary will be asked to cast one ballot, if there are no nominations from the floor.

Newsletter: - February newsletter went out on January 27th. We need to get the information for February's newsletter to Rose by the 17th.

VOC: - No report.

Cert/Recert: - The next certification exam will be on March 6th. There are 5 people scheduled to take the exam. There will be 2 CQM's, 1 HCCP, 1 CQT, and 1 CMI.

Website: - Website was updated this week.

QMP Timeline: Nothing due until May 2010 (see last page).

Audit Chair / Recognition / Student: - No report.

New Business:

- Working on developing metrics to support our mission statement
- Karen suggested virtual eboard meetings, discuss in February- Demetri will look into the phone system needed.

Action Item for all: each committee member should review Rose's last survey results and bring recommendations for each member suggestion. Roll them into future discussions (goals for next year). Motion was passed to discuss in March (Rose will be back from vacation then).

Action Items:

- Joe – get speaker names and information to Lee for programs -open
- Demetri – document success of Webex format-open
- Lee – summary and bio to Rose by Feb 20 for March speaker- in the works
- Monica – provide dinner attendance info to Aaron for creating a metric - open
- Karen – complete Quarterly Financial Reports- Last year done
- Rose – announce Aaron's daughter's birth in March newsletter- Ask Aaron if OK
- Rose – publish link for Go The Distance website in March newsletter
- Rose – give electronic copy of Jan/Feb and Feb newsletters to Dave to post on web

Parking Lot (Items tabled for discussion)

5. Add an education goal to the SMP (could involve setting up a plan for webex events)
We should set up a contact list of CEO's, Quality and HR Managers that we can offer web based training to
6. Contact Massasoit about a student chapter / Plan a student event with Erçan for the fall
7. We need to court a backup web administrator
8. Need a procedure for transitioning the Treasurer's duties

Next Meeting:

February 2, 2010 (remember it's the first TUESDAY!!).

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June 30	Level 1 – Member Unit Basics Sections	Completed for upcoming year 09-10 . Committee list due to Member Unit Leadership Committee, Regional Director for Sections and Qmp@asq.org The following positions are required: <ul style="list-style-type: none"> • Audit Chair • Membership Chair • Nominating Chair

March 2010 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: March 2, 2010 / 6:10 pm - 7:30pm

Attendees: Lee Thomson Rose Perry Joe Hanley
 Monica Morrissey Dave Gaugler Karen Ketchie
 Gerry Quinn

Absent: Denise Robitaille Aaron Snyder Demetri Venetis

Discussion Items:

- Secretary:** - February minutes accepted with 3 edits. Our condolences on the passing of Demetri's Mother-In-Law, a sympathy card will be sent.
- Chairprson:** - The February dinner meeting was cancelled due to weather concerns and the withdrawal of the speaker.
- The election of officer's must be held at the March meeting. Joe will not be able to attend and asks that Lee and Monica make the announcement.
- Treasurer:** - Discussed adding Monica to the bank account in order to get a debit card to pay for monthly dinner meetings in the absence of Karen and Joe.. Karen and Monica will look into getting this done.
- No income in the month of February, only one check was written and the M+I account lost \$280.
- The budget and monthly reports will be sent out by week's end.
- One of the CDs up for renewal.
- Membrship:** - 2 new members in February, names announced in the newsletter.
- The unpaid list is holding steady at about 29 people.
- Education:** - No report.
- Programs:** - John Goetz will be speaking in March.
- The Fall River CC and hospital speakers have both declined. Perhaps Diane Dixon can speak in June – Monica will contact her.
- We need speakers for April, May and June.
- SMP:** - No report.
- Scholarship:** - Time to start advertising. Rose has posted it in the March newsletter. There is no change from last year's format.
- Nomination:** - No report.
- Newsletter:** - March newsletter mailed this morning. The first 15 people to sign up for dinner will receive a free autographed book from Denise. Thank you Denise!
- A half page ad was placed in the newsletter for a conference in NH.
- There was no education report information available to publish.

VOC: - Discussing survey results at the end of the month.
- The National survey deadline has been extended, the results may arrive in time for
- the June newsletter.

Cert/Recert: - Exams are Saturday. Five people are scheduled.
- there is no confirmation from BSC yet regarding the June exams.

Website: - Website updated this morning, including the book giveaway and the letter from the
chairman, newsletters, dinners and exam dates.

QMP Timeline: Nothing due until April 2010 (see last page).

Audit Chair / Recognition / Student: Lee has offered to chair the audit this year.

New Business:

- Working on developing metrics to support our mission statement – open.
- Should we roll a CD back into the M+I now that interest rates are better? Karen will research this – open.
- Karen suggested virtual eboard meetings, discuss in February – open.

Action Item for all: each committee member should review Rose's last survey results and bring recommendations for each member suggestion. Roll them into future discussions (goals for next year). Motion was passed to discuss in March (Rose will be back from vacation then) – open.

Action Item for all: Draw up a procedure for each position. Include dates, contact names etc.

Monica has offered to process the newsletter if someone else can produce it.

Regarding replacement eboard members – Lee has printed a list of members with certifications (with an emphasis on multiple certs) and created a personal letter to invite them to join the board. They have been mailed out.

Lee has also highlighted members locations on the outer Cape. Perhaps we should schedule a dinner on the Cape and personally invite them to join us (as a way to meet them and get to know them). He'll report back next month.

We'd like to get to know our members, where they work, what experience they have. Rose has created a Member News Section in the newsletter for this purpose.

Action Items:

- Joe – get speaker names and information to Lee for programs
- Joe – ask Aaron if he would be interested in the membership chair
- Demetri – document success of Webex format
- Lee – contact Cape members for a potential meeting
- Karen – research rolling CD into the M+I
- Karen – complete Quarterly Financial Reports
- Monica/Karen – look into adding Monica to the bank account
- Monica – contact Diane Dixon about speaking in April instead of June
- Monica – make corrections in prior minutes

Parking Lot (Items tabled for discussion)

9. Add an education goal to the SMP (could involve setting up a plan for webex events)
We should set up a contact list of CEO's, Quality and HR Managers that we can offer web based training to
10. Contact Massasoit about a student chapter / Plan a student event with Erçan for the fall
11. We need to court a backup web administrator
12. Need a procedure for transitioning the Treasurer's duties

Next Meeting:

April 6, 2010 (remember it's the first TUESDAY!!).

2009 – 2010 QMP Timeline

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June 30	Level 1 – Member Unit Basics Sections	Completed for upcoming year 09-10 . Committee list due to Member Unit Leadership Committee, Regional Director for Sections and Qmp@asq.org The following positions are required: <ul style="list-style-type: none"> • Audit Chair • Membership Chair • Nominating Chair

April 2010 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: March 2, 2010 / 6:02 pm - 7:30pm

Attendees: Lee Thomson Rose Perry Joe Hanley
 Monica Morrissey Rochelle Jones Karen Ketchie

Absent: Denise Robitaille Aaron Snyder Demetri Venetis
 Dave Gaugler Gerry Quinn

Discussion Items:

Secretary: - March minutes accepted as written.

Chairprson: - Joe will not be available for the April dinner meeting.
- Demetri will be taking over as chair in January

Treasurer: - The next fiscal year ends December 31. FY2010 will be only 6 months long.
- 2 CDs, 1 has been renewed. The interest rate is rather poor.
- We had advertising income this month, the first time in a long time.
- There was a \$39 payment from National for recertifications, which may be a mistake.
- The quarterly report was sent to Headquarters, the report to the board will follow soon.

Membrship: - No new members as of yesterday, Lee to check again tomorrow.
- Lee sent 16 emails to members that have a Cape Cod address. Seven responded and six of them would be interested in an informal meeting, perhaps in May. This would be separate from the dinner meeting and the goal is to get people to connect with each other. We can go "dutch" on the meal. Lee will contact them again at the end of the month to see what they would like to do. Joe suggested reaching out to the seventh person, who works in Canton to invite them to an eboard meeting.

Education: - CMQOE teacher has changed jobs, but is planning a course in the fall.
- There has been demand for a CQA webex course, also the biotech and CQT. How do we service them? Should we set up webinars for these "orphan" requests? This is a good opportunity to reach out. Some sections are willing to advertise for us, but they want a cut of the proceeds. ASQ does have an advertising section we should look into.

Programs: - We will be playing Jeopardy at the April dinner meeting.
- Preliminary speaker from Good Samaritan in May.
- Diane Dixon will be speaking in June, perhaps at Vel's.

SMP: - No report.

Scholarship: - Karen and Monica have agreed to score.
- There are no submissions yet.

Nomination: - Officers were announced at the March dinner meeting.

Newsletter: - April newsletter will be mailed out tomorrow.
- Dinner info sent to Dave and Aaron.
- Input for May letter due April 21st.
- Token prizes will be purchased for the Jeopardy game.

VOC: - The National survey deadline has been extended, expecting results soon, but nothing definitive.

Cert/Recert: - Next exam June 5th.

Website: - No report.

QMP Timeline: Nothing due until April 2010 (see last page).

Audit Chair / Recognition / Student: Lee has offered to chair the audit this year.

New Business:

- Rochelle Jones has decided to join the eboard. She has offered to assist Demetri with education and they exchanged contact information.
- Rose clarified her resignation as newsletter chair, she will be staying on as the VOC!
- Motion made by Lee and passed by the board to donate \$25 to the MDA to keep him "out of jail".
- Plan for CQA/CQE now. We need a CQA instructor for the webex format.
- Need to discuss our annual outing
- Working on developing metrics to support our mission statement – open.
- Karen suggested virtual eboard meetings, discuss in February – open.

Action Item for all: each committee member should review Rose's last survey results and bring recommendations for each member suggestion. Roll them into future discussions (goals for next year). Motion was passed to discuss in March (Rose will be back from vacation then) – open.

Action Item for all: Draw up a procedure for each position. Include dates, contact names etc.

Monica has offered to process the newsletter if someone else can produce it.

Regarding replacement eboard members – Lee has printed a list of members with certifications (with an emphasis on multiple certs) and created a personal letter to invite them to join the board. They have been mailed out – open.

Action Items:

- All – add Rochelle to your address lists – rjones@eiclabs.com
- Aaron – look into donation for the MDA on behalf of Lee as his retirement gift
- Rose/Dave – add Demetri's contact info to the newsletter and website;
desk: 978-436-6579
cell: 978-821-9734
- Demetri – get more information on doing a webex format for occasional eboard mtgs
- Demetri – check out the ASQ advertising website for webinar opportunities
- Joe – ask Aaron if he would be interested in the membership chair
- Demetri – document success of Webex format
- Lee – follow up with Cape members for a potential meeting in May,

perhaps invite the seventh person to an eboard dinner?

Lee – follow up with Good Samaritan speaker for May
 Monica/Karen – look into adding Monica to the bank account

Parking Lot (Items tabled for discussion)

13. Add an education goal to the SMP (could involve setting up a plan for webex events)
 We should set up a contact list of CEO's, Quality and HR Managers that we can offer web based training to
14. Contact Massasoit about a student chapter / Plan a student event with Ercan for the fall
15. We need to court a backup web administrator
16. Need a procedure for transitioning the Treasurer's duties

Next Meeting:

May 4, 2010 (remember it's the first TUESDAY!!).

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May 2010 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: May 4, 2010 / 6:01 pm - 7:45pm

Attendees: Lee Thomson Rose Perry Joe Hanley
 Monica Morrissey Rochelle Jones Karen Taylor
 Gerry Quinn Demetri Venetis Bill Jolliemore

Absent: Dave Gaugler Denise Robitaille Aaron Snyder

Discussion Items:

- Secretary:** - April minutes accepted as written with change to Karen's last name (above).
- A "welcome" Bill Jolliemore, he is a new member and has expressed an interest in joining the eboard.
- Chairprson:** - Still trying to contact Aaron about a position on the board for next year.
- Dinner attendance spreadsheet was submitted by Aaron on 5/3/10.
- Treasurer:** - The next fiscal year ends December 31. FY2010 will be only 6 months long.
(Correction over April, this actually starts next year, see New Business.)
- The quarterly report was sent to Headquarters.
- April and 3rd Q reports have been sent to the board.
- Monica is now on the bank account and has received a credit card.
- Membrship:** - One new member in May.
- Follow up email sent to Cape Cod members, only 1 response so far – still in process.
- Education:** - CMQOE instructor Tony tentatively scheduled. Course needs to start in July for the October exam. We need to begin advertising now. Demetri would like to start broadcast email advertising this week. The class will meet on Mondays and Thursdays from 5-6:30 for 9 weeks.
- The CQA exam is December 4th. Advertising should begin in October. The class will meet on Tuesdays and Thursdays from 5-6:30 for 8 weeks.
Demetri and Rochelle are working together on education.
- Programs:** - The Jeopardy game at April's dinner meeting was great. Thanks to Rose for putting everything together.
- Donna Rubinate from Good Samaritan will be speaking in May.
- Diane Dixon will be speaking in June. (Board voted to stay at Good Days.)
- SMP:** - No report.
- Scholarship:** - Still no applications.
- Nomination:** - Nothing to report.

Newsletter: - May newsletter mailed today.
- Dinner info sent to Dave and Aaron.
- Input for June letter due May 19th (dinner at Good Days).
- Token prizes will be purchased for the Jeopardy game.

VOC: - No National survey results yet. More info to come in Friday Fast Facts.

Cert/Recert: - Next exam June 5th, 9 people scheduled (techs, CQA's – variety of exams).
- BSC still only scheduling room 1 or 2 dates in advance.

Website: - No report.

QMP Timeline: Section Officers list sent to National 2 days late, waiting for answer on waiving it to keep our Section Excellence Award.

Audit Chair / Recognition / Student: Denise has offered to chair the audit this year.

New Business:

- Discussion about the changing of FY2011 into a six month year. There was a member leader announcement changing the ASQ fiscal year July/June to Jan/Dec. Joe will finish out the year and Demetri will transition in as Chair-Elect.
- At the end of the meeting Bill Jolliemore has agreed to give programs/arrangements a try and Lee will contact him with more information.
- Do we want to have an outing this year?
 - Joe to look into a dinner cruise and Karen to look into the Cape Cod dinner train
- Plan for CQA/CQE now. We need a CQA instructor for the webex format – open.
- Working on developing metrics to support our mission statement – open.
- Karen suggested virtual eboard meetings, discuss in February – open.

Action Item for all: each committee member should review Rose's last survey results and bring recommendations for each member suggestion. Roll them into future discussions (goals for next year). Motion was passed to discuss in March (Rose will be back from vacation then) – open.

Action Item for all: Draw up a procedure for each position. Include dates, contact names etc.

Action Item for all: Add Rochelle and Bill's emails to your contact lists.

Monica has offered to process the newsletter if someone else can produce it.

Regarding replacement eboard members – Lee has printed a list of members with certifications (with an emphasis on multiple certs) and created a personal letter to invite them to join the board. They have been mailed out – open.

Action Items:

Aaron – look into donation for the MDA on behalf of Lee as his retirement gift

Rose/Dave – add Demetri's contact info to the newsletter and website;

desk: 978-436-6579 cell: 978-821-9734

Demetri – get more information on doing a webex format for occasional eboard mtgs

** rondee.com – is everyone able to dial in for free??

Demetri – check out the ASQ advertising website for webinar opportunities

Joe – ask Aaron if he would be interested in the membership chair

Demetri – document success of Webex format
 Lee – follow up with Cape members for a potential meeting in May – open
 Monica – verify QMP timeline w/regard to shortened FY

Parking Lot (Items tabled for discussion)

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January 20	Section	1099 Reporting for 2009. Quarterly financials due.
April 20	Section	Quarterly financials due.
May 15	Level 1 – Member Unit Basics Sections	Completed for upcoming year 09-10 . Officer list due to Member Unit Leadership Committee, Regional Director for Sections, and QMP Committee Representative for Divisions, and Qmp@asq.org The following positions are required: • Chair • Treasurer • Secretary
May	Member Unit Performance	Member Units earning <i>Total Quality/J.S McDermond</i> Total Quality and/or <i>Quality Gold Excellence</i> will be honored at ASQ's Annual World Conference.
June 30	Level 1 – Member Unit Basics Sections	Completed for upcoming year 09-10 . Committee list due to Member Unit Leadership Committee, Regional Director for Sections and Qmp@asq.org The following positions are required: • Audit Chair • Membership Chair • Nominating Chair

June 2010 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: June 1, 2010 / 6:12 pm - 7:50pm

Attendees: Lee Thomson Rose Perry Joe Hanley
Monica Morrissey Rochelle Jones Karen Taylor
Gerry Quinn Aaron Jones Jean Patton

Absent: Denise Robitaille Aaron Snyder Demetri Venetis
Dave Gaugler Bill Jolliemore

Discussion Items:

Secretary: - May minutes accepted with change to date of next meeting.
- Officer list submitted to National by the extended deadline.
- Need weight of screen (new would be 19.2 lbs) – open, Lee to weigh.

Chairprson: - Reviewed prior minutes.

Treasurer: - Preliminary budget will be sent out for discussion in August.
- 1 CD renewing June 18th.
- Monthly report and spreadsheet sent out today.
- PayPal invoices sent to 8 people for CQMOE (9 total).
- Karen will not be at the June dinner meeting.

Membrship: - 4 new members last month.
- Letters sent to the Cape Cod members and they haven't really responded. Decision made to move Cape meeting to the parking lot.

Education: - Eight to nine scheduled for the CQMOE exam with another three possible. There have been requests to have the course recorded (one person is in South Africa and two travel extensively).
- Many sections have posted our course information on their websites.
- Planning to make a schedule of advertising dates.
- Pittsburg section will refund \$100 to section for attending their webinars.
- After 6 students, an additional \$100 is paid to the instructor for the extra work.
- Will follow up with webinar companies this week regarding recording the course.
- CQA format is set and will be advertised at the appropriate time.

Programs: - Rochelle will make arrangements for the September speaker (Bill Jarvie is a possibility).
- Donna Rubinate was well received in May and has agreed to speak again next year.
- We need speakers for April, May and June.

SMP: - No report.

Scholarship: - Three applications submitted. Judging will be completed shortly.

Nomination: - No report.

Newsletter: - Mailed this morning, info sent to Aaron and Dave.
- 20 “unpaid” were sent newsletters this month to remind them about the section.
- There was no education report information available to publish.

VOC: - National results finally in, 31 people more than 9 last year and 21 internally (a shorter survey). Use for SMP planning next year.

Cert/Recert: - Two recerts under review.
- Need to request room assignments from BSC as dates approach.

Website: - No report.

QMP Timeline: Nothing due until April 2010 (see last page).

Audit Chair / Recognition / Student: Denise has offered to chair the audit this year.

New Business:

- For August – business plan.
- Working on developing metrics to support our mission statement – open.
- Karen suggested virtual eboard meetings, discuss in February – open.

Action Item for all: each committee member should review Rose’s last survey results and bring recommendations for each member suggestion. Roll them into future discussions (goals for next year). Motion was passed to discuss in March (Rose will be back from vacation then) – open.

Action Item for all: Draw up a procedure for each position. Include dates, contact names etc.

Regarding replacement eboard members – Lee has printed a list of members with certifications (with an emphasis on multiple certs) and created a personal letter to invite them to join the board. They have been mailed out – open

Action Items:

- Demetri – document success of Webex format
- Joe and Monica – follow up with Bill Jolliemore
- Monica – find officer list contact info and send out

Parking Lot (Items tabled for discussion)

21. Add an education goal to the SMP (could involve setting up a plan for webex events)
We should set up a contact list of CEO’s, Quality and HR Managers that we can offer web based training to
22. Contact Massasoit about a student chapter / Plan a student event with Erçan for the fall
23. We need to court a backup web administrator
24. Need a procedure for transitioning the Treasurer’s duties

Next Meeting:

August 3, 2010 – NO MEETING IN JULY

2010 – 2011 New QMP Timeline (section level only)

Due Date	QMP Level	Required Activity
May 15	Level 1 – Member Unit Basics Sections	Completed for upcoming year 10-11 . Officer list due to Member Unit Leadership Committee, Regional Director for Sections, and QMP Committee Representative for Divisions, and Qmp@asq.org The following positions are required: <ul style="list-style-type: none"> • Chair • Treasurer • Secretary
May 15	Level 1 – Member Unit Basics Sections	Completed for upcoming year 10-11 . Committee list due to Member Unit Leadership Committee, Regional Director for Sections and Qmp@asq.org The following positions are required: <ul style="list-style-type: none"> • Audit Chair • Membership Chair • Nominating Chair
August 15	Level 1 – Member Unit Basics Sections	Complete, audited annual financial report from the previous year 09-10 is due as directed by the Treasurer’s manual. Submit to Member Unit Leadership Committee. Sections will submit theirs to ASQ Section Accountant.
September 1	Level 3 – Total Quality /J.S. McDermond Total Quality Sections	If your Member Unit achieved Level 1 (Basics) and Level 2 (Planning) for the previous year 09-10 , your Member Unit is eligible for Total Quality. Submit previous year’s 09-10 Annual Business Plan with results and a cover letter verifying that 75% of goals have been met. Send to Member Unit Leadership Committee, Regional Director for Sections, and qmp@asq.org
October 1	Level 2 – Section Planning Sections Only	Submit Current Year Annual Business Plan & Budget 10-11 to: Submit to Section Leadership Committee, Regional Director, and qmp@asq.org Plan template is included in this manual and can also be found on ASQ.org at: http://www.asq.org/member-leader-community/keytasks/quality-management-program/index.html
May	Member Unit Performance	Member Units earning <i>Total Quality/J.S McDermond</i> Total Quality and/or <i>Quality Gold Excellence</i> will be honored at ASQ’s Annual World Conference.

August 2010 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: August 3, 2010 / 6:05 pm - 7:55pm

Attendees: Dave Gaugler Rose Perry Joe Hanley
 Monica Morrissey Rochelle Jones Karen Taylor
 Gerry Quinn Aaron Jones Jean Patton
 Bill Jolliemore

Absent: Denise Robitaille Aaron Snyder Demetri Venetis

Discussion Items:

Secretary: - June minutes accepted with correction to QMP timeline years.
 - Projector screen has been purchased, should we donate the old one?

- Chairprson: - Financial audit held on June 29th and will be submitted by the deadline. Denise's report to be emailed as well. Audit suggestions will be implemented.
- Business plan to National by 10/1.
- Reviewed prior minutes.
- Treasurer: - Course income reporting held until July, affecting 2010 year end financials due to a loss in the M+I.
- First payment has been made to the course instructor.
- July and August financial reports will be combined.
- No budget set yet, waiting on education numbers.
- Karen will not be able to attend the Oct – Dec eboard meetings, due to other commitments.
- dinner train arrangements have been reviewed and we have claimed our tax exempt status.
- Membrship: - 21 unpaid letters sent along with 30-40 email follow ups.
- There are some issues with corporate memberships.
- Education: - Aaron wanted to recognize Rochelle for all the hard work she has done setting up the course. He is helping her as a back up and sees the enormous amount of time sh gives to making sure it runs smoothly.
- CQMOE course has 29 students, 22-26 participating in each session.
- Rochelle researched several different webinar companies, some had no audio service and some no recording capabilities. The go to meeting / go to webinar package was chosen because it includes archiving capabilities in its corporate package.
- There have been some user connection difficulties, a few technical glitches and the archiving process is very time consuming, but Rochelle is working through it.
- E-board meetings could be done the same way
- Currently charging \$485 for the course. The instructor feels we could raise it significantly.

Education: - The FDA is requiring top management to become CMQOE certified and we expect many more students in the future.
- The CQA course should begin no later than September 21st. Tuesdays from 5-6:30. Would like it to be in the newsletter and connect with other education chairs to advertise. Instructor figures about 15 hours of course work and students will do the homework themselves.
- Bill has suggested creating an FAQ section for webinars.
- Rose suggested that we need an education committee, Aaron has offered to help out.
- Registration process was very confusing. It may be possible to have go to webinar manage it in the future.
- Could save dinner meetings on go to meeting.

Programs: - September speaker in place.
- Preliminary approval for October meeting at T.F. Green.

SMP: - No report.

Scholarship: - No report.

Nomination: - No report.

Newsletter: - Will be in the mail by Monday. September newsletter will be back on track time wise.

VOC: - National has survey software and Rose will take the training and see if we can use it for our section.
- Aaron suggested doing a telephone survey and Bill offered to help. 1. Why do you keep renewing?

Cert/Recert: - Three recerts have not followed the directions.
- Room request assignments into BSC.

Website: - Needs photos and contact info for the new eboard members.

QMP Timeline: Nothing due until April 2010 (see last page).

Audit Chair / Recognition / Student: Denise has offered to chair the audit this year.

New Business:

For August – business plan.

- Working on developing metrics to support our mission statement – open.

- Karen suggested virtual eboard meetings– open.

- Motion made and passed to purchase a new projector.

Action Item for all: Draw up a procedure for each position. Include dates, contact names etc.

Rose – newsletter and Lee – membership have been completed.

Action Items:

All – send Rose a question or two you would like to see in the newsletter

Joe – service letters for eboard members

New eboard members – photos and contact info to Dave for website

Demetri/Rochelle – document success of Webex format

Monica – find officer list contact info and send out

Parking Lot (Items tabled for discussion)

- 25. Add an education goal to the SMP (could involve setting up a plan for webex events)
We should set up a contact list of CEO's, Quality and HR Managers that we can offer web based training to
- 26. Contact Massasoit about a student chapter / Plan a student event with Erçan for the fall
- 27. We need to court a backup web administrator
- 28. Need a procedure for transitioning the Treasurer's duties
- 29. Add survey data to the SMP.

Next Meeting:

September 7, 2010

2010 – 2011 New QMP Timeline (section level only)

Due Date	QMP Level	Required Activity
May 15	Level 1 – Member Unit Basics Sections	Completed for upcoming year 10-11 . Officer list due to Member Unit Leadership Committee, Regional Director for Sections, and QMP Committee Representative for Divisions, and Qmp@asq.org The following positions are required: <ul style="list-style-type: none"> • Chair • Treasurer • Secretary
May 15	Level 1 – Member Unit Basics Sections	Completed for upcoming year 10-11 . Committee list due to Member Unit Leadership Committee, Regional Director for Sections and Qmp@asq.org The following positions are required: <ul style="list-style-type: none"> • Audit Chair • Membership Chair • Nominating Chair
August 15	Level 1 – Member Unit Basics Sections	Complete, audited annual financial report from the previous year 09-10 is due as directed by the Treasurer's manual. Submit to Member Unit Leadership Committee. Sections will submit theirs to ASQ Section Accountant.
September 1	Level 3 – Total Quality /J.S. McDermond Total Quality Sections	If your Member Unit achieved Level 1 (Basics) and Level 2 (Planning) for the previous year 09-10 , your Member Unit is eligible for Total Quality. Submit previous year's 09-10 Annual Business Plan with results and a cover letter verifying that 75% of goals have been met. Send to Member Unit Leadership Committee, Regional Director for Sections, and qmp@asq.org
October 1	Level 2 – Section Planning Sections Only	Submit Current Year Annual Business Plan & Budget 10-11 to: Submit to Section Leadership Committee, Regional Director, and qmp@asq.org Plan template is included in this manual and can also be found on ASQ.org at: http://www.asq.org/member-leader-community/keytasks/quality-management-program/index.html
May	Member Unit Performance	Member Units earning <i>Total Quality/J.S McDermond Total Quality</i> and/or <i>Quality Gold Excellence</i> will be honored at ASQ's Annual World Conference.

September 2010 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: September 7, 2010 / 6:05 pm - 8:00 pm

Attendees: Demetri Venetis Karen Taylor Gerry Quinn
Monica Morrissey Rochelle Jones Jean Patton
Rose Perry

Absent: Denise Robitaille Joe Hanley Bill Jolliemore
Aaron Jones Dave Gaugler

Discussion Items:

- Secretary:**
- Presented Rose's thank you note from our June meeting.
 - Projector screen has been purchased, should we donate the old one? - YES
 - SMP must be submitted to National by Oct 1. - DONE
 - Discussion regarding broad distribution of emails concerning section business. Group agreed to keep them as they are.
 - Monica is now the section Historian and all records have been transferred from Dick.
 - August minutes approved.
- Chairprson:**
- Unable to attend this evening. Demetri will run the meeting.
- Treasurer:**
- Treasurer report submitted for July/August.
 - Joe's gift basket will arrive tomorrow (vote taken via email).
 - Budget sent to National ahead of the Oct 1 deadline.
 - Karen will be attending Oct – Dec eboard meetings.
- Membrship:**
- Aaron was unable to attend this evening, his report was submitted and read aloud.
 - 1 new member in September, letter will go out shortly.
 - Still waiting for survey questions from the board for a short little survey. (Monica said to send them to Rose)
 - Will be changing the process of contacting expiring memberships. Intends to contact them the month before they expire, instead of after.
 - When sending out renewal letters, is there anything else that people would like to tack on? Recert info, educational opportunities, minutes etc. What would you like to say to help someone decide to stay with the section?
 - In touch with Steve Jawarski (programs and sales in Milwaukee, will provide sales support). Intends to try and target Rockland Trust to recruit a corporate membership. Beta testing. (Cape Air, PTC, SS Hospital are others.)
 - Group discussion that National sends renewal reminders. Are we being redundant in contacting them? Perhaps we should focus on recruiting members for the eboard?
- Education:**
- Would like automatic PayPal registration for courses.
 - Bill has suggested posting and FAQ section on the website relative to webex courses.
 - 2 people have signed up for the CQA course, we were late getting the information out, should we do an email blast? Need 5 people to run course (running now).
 - Evaluation form sent to course participants, only 4 replies, survey results will be presented when they come in.

- Education: - CMQOE course is going well, covering a lot of information.
 - The FDA has requested CMQOE and CQA training for its staff, we can expect to see a lot more students in the future.
 - Gotowebinar has at least one other ASQ section using it.
 -
- Programs: - Need to have schedule for Nov. Location and topic top survey results.
 - Approval for October meeting at T.F. Green.
 - Rochelle will touch base with our September speaker.
- SMP: - 2009-2010 report sent to National by Sept 1 deadline. This year's is due Oct 1, it was submitted on 09/15/10 and accepted.
- Scholarship: - See discussion in new business.
- Nomination: - No report.
- Newsletter: - September newsletter mailed out.
 - Dinner meeting isn't in September newsletter. Current month will be included from now on.
- VOC: - Still waiting for telephone survey questions.
- Cert/Recert: - 8 people signed up for October exams – 2 CMI/1 QTech/5 CMQOE
 - Contract submitted for next 4 sessions, no room assignments yet.
- Website: - No report.
 - Needs updating, new members, dinner dates etc.
- QMP Timeline: Budget is in and SMP will be going in. - DONE
- Audit Chair / Recognition / Student: No report.

New Business:

- Demetri has suggested a monthly one hour webinar program showcasing consultants. The session could be recorded and folks can tap in whenever they'd like.
- discuss increasing the scholarship budget to \$3000 - DONE
- SMP due October 1st, discussed and voted on – DONE and submitted on 09/15/10
- Working on developing metrics to support our mission statement – open.
- Karen suggested virtual eboard meetings– open.
- Motion made and passed to purchase a new projector. - DONE

Action Item for all: Draw up a procedure for each position. Include dates, contact names etc.
 Rose – newsletter and Lee – membership have been completed.

Action Items:

- *Jean – define “inactive” from National member lists
- *All – send Aaron Jones a question or two you would like to see in the newsletter
- *Joe – service letters for eboard members
- *Rochelle/Karen and Dave – configure PayPal for course registrations
- New eboard members – photos and contact info to Dave for website
- Demetri/Rochelle – document success of Webex format

Monica – find officer list contact info and send out - DONE

Parking Lot (Items tabled for discussion)

- 30. Add an education goal to the SMP (could involve setting up a plan for webex events)
We should set up a contact list of CEO's, Quality and HR Managers that we can offer web based training to
- 31. Contact Massasoit about a student chapter / Plan a student event with Erçan for the fall
- 32. We need to court a backup web administrator
- 33. Need a procedure for transitioning the Treasurer's duties
- 34. Add survey data to the SMP.

Next Meeting:

October 5, 2010

2010 – 2011 New QMP Timeline (section level only)

Due Date	QMP Level	Required Activity
May 15	Level 1 – Member Unit Basics Sections	Completed for upcoming year 10-11 . Officer list due to Member Unit Leadership Committee, Regional Director for Sections, and QMP Committee Representative for Divisions, and Qmp@asq.org The following positions are required: <ul style="list-style-type: none"> • Chair • Treasurer • Secretary
May 15	Level 1 – Member Unit Basics Sections	Completed for upcoming year 10-11 . Committee list due to Member Unit Leadership Committee, Regional Director for Sections and Qmp@asq.org The following positions are required: <ul style="list-style-type: none"> • Audit Chair • Membership Chair • Nominating Chair
August 15	Level 1 – Member Unit Basics Sections	Complete, audited annual financial report from the previous year 09-10 is due as directed by the Treasurer's manual. Submit to Member Unit Leadership Committee. Sections will submit theirs to ASQ Section Accountant.
September 1	Level 3 – Total Quality /J.S. McDermond Total Quality Sections	If your Member Unit achieved Level 1 (Basics) and Level 2 (Planning) for the previous year 09-10 , your Member Unit is eligible for Total Quality. Submit previous year's 09-10 Annual Business Plan with results and a cover letter verifying that 75% of goals have been met. Send to Member Unit Leadership Committee, Regional Director for Sections, and qmp@asq.org
October 1	Level 2 – Section Planning Sections Only	Submit Current Year Annual Business Plan & Budget 10-11 to: Submit to Section Leadership Committee, Regional Director, and qmp@asq.org Plan template is included in this manual and can also be found on ASQ.org at: http://www.asq.org/member-leader-community/keytasks/quality-management-program/index.html
May	Member Unit Performance	Member Units earning <i>Total Quality/J.S McDermond Total Quality</i> and/or <i>Quality Gold Excellence</i> will be honored at ASQ's Annual World Conference.

October 2010 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: October 5, 2010 / 6:06 pm - 7:31 pm

Attendees: Demetri Venetis Karen Taylor Aaron Jones Dave Gaugler
Monica Morrissey Rochelle Jones Jean Patton Joe Hanley
Ron Field Bill Jolliemore Gerry Quinn

Absent: Denise Robitaille Rose Perry

Discussion Items:

Secretary: - September minutes accepted. Ron Field has decided to join the eboard. Please be sure to add his information to your contact lists.

Chairprson: - See conformity to Business Plan in “new business”.

Treasurer: - Treasurer’s report submitted for September.
- CMQOE course completed, final payment sent to instructor.
- CQA has started; 10 students X \$300 – Paypal fees = net \$1042, first payment made.
- Quarterly report sent in to National.
- New budget item for archival storage of courses.
- Miscellaneous items are documented on the 2nd tab of the budget report per audit suggestion.

Membrship: - 3 new member in October, letters will go out shortly. 26 unpaid members.
- Busy with CMQOE exam and preparation for T.F. Green Tour.
- Aaron will get working on the telephone survey soon.
- Holding off on renewal letters right now, waiting to see what National is doing.

Education: - CMQOE course is finished, exam on Saturday the 2nd.
- 3 of 28 students postponed taking the exam.
- Rochelle strongly suggests that the course duration be extended when we run it again. She noticed that a lot of students travelling had difficulty in even getting to the recordings. There were some lags in receiving the course materials for preparation. It could use a little fine tuning. Overall, a very positive experience.
- Calling for volunteers to help analyze “go to webinar reports”.
- How do we follow up with course participants? Joe suggests waiting for exam results and sending congratulation or thank you emails then.
- Voting split for giving people a reduced fee for retaking the course.
- Motion made by Demtri to offer reduced retake. Rochelle to follow up with Tony.
- Instructor does not want his materials on the web for an extended length of time. Besides, storage space is still limited. CMQOE materials to be taken down tomorrow to make room for CQA materials. Ron suggested that perhaps the course info could be put onto a CD.
- 10 people signed up for the CQA course.

Programs: -George Zeliger to speak about Z Plots on November 17th.
- October tour at T.F. Green has 3 seats available. Informational material to be sent shortly.
- Bill will contact Good Days just to let them know we aren't coming.

SMP: - Business Plan submitted by deadline.

Scholarship: - See discussion in new business.

Nomination: - Gerry and Dave. Joe will ask Denise.

Newsletter: - Newsletter has been sent.
- Discussion regarding job advertisements in the newsletter. Do we charge or not? Group consensus was "no", it is a service to our membership.

VOC: - No report.

Cert/Recert: - 1 recertification.

Website: - Will need new scholarship procedure from Gerry once it's approved.
- Dave would like to remove the upcoming dinner tab. Motion made and accepted to do so.
- Bill questioned the availability of having generic "asq" emails per position. Rochelle says National is working on such a plan now. Dave to look into it with our ISP.

QMP Timeline: No report.

Audit Chair / Recognition / Student: No report.

New Business:

- Review Gerry's proposed changes to allow us to vary the dollar amount and number of awards. Update QMP timeline to trigger group action. Vote in November.
- Member complaint regarding lack of information on the website.
- Perhaps set up an interview section in the newsletter (we could put in some job information like current *monster.com* postings).
- Conformity to Business Plan

Business Plan Metrics:

1. meeting membership goals
2. are we quality experts in our area
3. education, CMQOE has national participation
4. review SMP data for past several years – Aaron has already put together a really nice presentation regarding membership, new business in November

Action Item for all: Draw up a procedure for each position. Include dates, contact names etc.
Rose – newsletter and Lee – membership have been completed.

Action Items:

- *Joe – service letters for eboard members
 - *Rochelle/Karen and Dave – configure PayPal for course registrations – Karen can add separate course buttons, should education be a co-owner on the PayPal account?
 - * Rochelle – ask Tony about reduced fees for course retakes
 - * Dave – contact web host to see about getting title@asqoldecolony.org email addresses with a virtual mailbox
- Karen – review payments to instructors for the past year or two and see if you can find the number of students that have taken our training sessions or courses

Parking Lot (Items tabled for discussion)

- 35. Add an education goal to the SMP (could involve setting up a plan for webex events)
We should set up a contact list of CEO’s, Quality and HR Managers that we can offer web based training to
- 36. Contact Massasoit about a student chapter / Plan a student event with Erçan for the fall
- 37. We need to court a backup web administrator
- 38. Need a procedure for transitioning the Treasurer’s duties
- 39. Demetri/Rochelle – document success of Webex format
- 40. Virtual eboard meetings

Next Meeting:

November 9, 2010

2010 – 2011 New QMP Timeline (section level only)

Due Date	QMP Level	Required Activity
May 15	Level 1 – Member Unit Basics Sections	Completed for upcoming year 10-11 . Officer list and Committee list due to Member Unit Leadership Committee, Regional Director for Sections, and QMP Committee Representative for Divisions, and Qmp@asq.org The following positions are required: <ul style="list-style-type: none"> • Chair • Treasurer • Secretary • Audit Chair • Membership Chair • Nominating Chair
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October 1	Level 2 – Section Planning Sections Only	Submit Current Year Annual Business Plan & Budget 10-11 to: Submit to Section Leadership Committee, Regional Director, and qmp@asq.org Plan template is included in this manual and can also be found on ASQ.org at: http://www.asq.org/member-leader-community/keytasks/quality-management-program/index.html
Dec/Jan	Olde Colony Section	Announce nominees in newsletter and vote in February
May	Member Unit Performance	Member Units earning <i>Total Quality/J.S McDermond</i> Total Quality and/or <i>Quality Gold Excellence</i> will be honored at ASQ’s Annual World Conference.

November 2010 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: November 9, 2010 / 6:12 pm - 7:50 pm

Attendees: Monica Morrissey Aaron Jones Dave Gaugler Ron Field
Gerry Quinn Rose Perry

Absent: Denise Robitaille Demetri Venetis Bill Jolliemore Karen Taylor
Rochelle Jones Joe Hanley Jean Patton

Discussion Items:

Secretary: - Not enough elected officers to conduct any voting on issues. Items requiring a vote will be done through email.

Chairprson: - Gerry moderated in place of Joe who had a prior commitment.

Treasurer: - Reports will be late due to an accounting discrepancy.
- Karen is traveling and unable to attend this evening.

Membrship: - Discussion regarding sending letters to unpaid members. Consensus to discontinue and vote via email. Aaron will resend his reports again.
- Aaron is interested in pursuing corporate memberships with Rockland Trust and other companies. He will be contacting National on "how to" solicit corporate members and show them how ASQ can benefit their companies.

Education: - Rochelle is hosting CQA webinar and unable to attend this evening.
- Ron presented a report that Rochelle put together showing the student pass rate for the CMQOE along with attendance and the number of recordings viewed. Monica will PDF and email to all.
- We need a volunteer organizer for the next webinar course.

Programs: - Denise Robitaille will be speaking in January about her latest book.
- George Zeliger to speak about Z Plots on November 17th.
- No dinner meeting in December.
- Bill unable to attend this evening.

SMP: - Nothing new to report.

Scholarship: - Procedure updated, unable to vote, will do it via email.

Nomination: - Gerry and Dave. Joe will ask Denise.

Newsletter: - No report, Jean did not attend this evening.
- Rose suggested that any job advertisements be edited down to ¼ or 1/3 of a page to save money on postage.
- December newsletter must call for nominations for section officers to be presented before the January dinner meeting. Nominees presented in January and announced at the February dinner meeting.

- Monica would like to request that you advertise heavily for a Treasurer.

- VOC: - Bill and Aaron will be doing a telephone survey in the future.
- Cert/Recert: - 1 recert, 12 people scheduled for the Dec. 4th exam.
- Always room for someone to proctor the exam and gain credits towards certification.
- Website: - Dave will create instructions for creating oldecolony.asq.org mail accounts.
- Will correct the photos and names on the “contact us” page of our website.

QMP Timeline: Nothing new to report.

Audit Chair / Recognition / Student: No report.

New Business:

- Approve October minutes via email.
- Review changes to Scholarship procedure and vote via email.
- Review Aaron’s report and vote via email.
- Review Rochelle’s reports.

Business Plan Metrics:

1. meeting membership goals
2. are we quality experts in our area
3. education, CMQOE has national participation
4. review SMP data for past several years – Aaron has already put together a really nice presentation regarding membership, new business in November

Action Item for all: Draw up a procedure for each position. Include dates, contact names etc.
Rose – newsletter and Lee – membership have been completed.

Action Items:

- All – we need a volunteer organizer for the next webinar course
- Jean – December newsletter must call for section nominees
- *Joe – service letters for eboard members
- Joe – contact Denise and she if she wishes to be on the nominating committee.
- * Rochelle – ask Tony about reduced fees for course retakes
- Karen – review payments to instructors for the past year or two and see if you can find the number of students that have taken our training sessions or courses

Parking Lot (Items tabled for discussion)

41. Add an education goal to the SMP (could involve setting up a plan for webex events)
We should set up a contact list of CEO’s, Quality and HR Managers that we can offer web based training to
42. Contact Massasoit about a student chapter / Plan a student event with Erçan for the fall
43. We need to court a backup web administrator
44. Need a procedure for transitioning the Treasurer’s duties
45. Demetri/Rochelle – document success of Webex format
46. Virtual eboard meetings

Next Meeting:

December 7, 2010

January 2010 Mins

2010 – 2011 New QMP Timeline (section level only)

Due Date	QMP Level	Required Activity
May 15	Level 1 – Member Unit Basics Sections	Completed for upcoming year 10-11 . Officer list and Committee list due to Member Unit Leadership Committee, Regional Director for Sections, and QMP Committee Representative for Divisions, and Qmp@asq.org The following positions are required: <ul style="list-style-type: none"> • Chair • Treasurer • Secretary • Audit Chair • Membership Chair • Nominating Chair
August 15	Level 1 – Member Unit Basics Sections	Complete, audited annual financial report from the previous year 09-10 is due as directed by the Treasurer’s manual. Submit to Member Unit Leadership Committee. Sections will submit theirs to ASQ Section Accountant.
September 1	Level 3 – Total Quality /J.S. McDermond Total Quality Sections	If your Member Unit achieved Level 1 (Basics) and Level 2 (Planning) for the previous year 09-10 , your Member Unit is eligible for Total Quality. Submit previous year’s 09-10 Annual Business Plan with results and a cover letter verifying that 75% of goals have been met. Send to Member Unit Leadership Committee, Regional Director for Sections, and qmp@asq.org
October 1	Level 2 – Section Planning Sections Only	Submit Current Year Annual Business Plan & Budget 10-11 to: Submit to Section Leadership Committee, Regional Director, and qmp@asq.org Plan template is included in this manual and can also be found on ASQ.org at: http://www.asq.org/member-leader-community/keytasks/quality-management-program/index.html
Dec/Jan	Olde Colony Section	Announce nominees in newsletter and vote in February
May	Member Unit Performance	Member Units earning <i>Total Quality/J.S McDermond</i> Total Quality and/or <i>Quality Gold Excellence</i> will be honored at ASQ’s Annual World Conference.