

January 2008 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: January 9, 2008 / 6:13 – 8:05

Attendees: Denise Robitaille Monica Morrissey Gerry Quinn
Dave Gaugler Peter Dell Lee Thompson
Rose Perry Grace Kish Jim Donaldson

Absent: Joe Hanley Alin Darabus
Dick Anderson Aaron Snyder

Discussion Items:

Secretary: Minutes accepted after typo in December minutes change “bet” to “net”

Chairprson: Jim thanked everyone for their actions while he was traveling for work. The milestones calendar: important section due dates, chart is intended to keep us on track suggestions have been made for revisions by email, Additional comments this meeting: January 1099 to National, Jim to take all comments and revise list. We need to determine where the list will be posted.

Treasurer: Grace still having problems with national relative to the closing of our old accounts. She has been in contact w/ national with respect to this problem. We think national should pay our bank fees related to their errors.

1099 reporting is due to national. Grace has prepared the documents and will fax on 1/10/08

Invoicing problem – education invoices: companies try to pay national instead of us. We need a process to ensure that the company pays Olde Colony and not National.

The quarterly report will be ready for the next meeting

Our tax exemption has expired a new certificate will be coming through in March 2008.

The M+I gained \$419.90 for the month of November 2007 with a fiscal year gain of \$381.18. The “new” checking accounts show a gain of \$760.27, with debits totaling \$383.45 and credits totaling \$4173.00. There was no December dinner meeting.

Membrship: There were 2 new members and 2 new “unpaid”. Letters sent out this morning.

Arrangmnts: Denise says that Rick Ratti of RI was rather upset that we had not contacted him sooner regarding our intent to hold our own January meeting rather than a joint one. He needs to get an apology from us as a group.

Schedule for remainder of fiscal year is as follows:

La Nosa Casa for February.

Jun Bailey's ISO9001 updates – Denise

May Lorenzo's Aaron 6 sigma

Apr Possible plant tour

Mar Certification discussion

Feb La Nosa Casa – Peter Dell

Jan Huckleberries – game show Jim to judge, Denise to emcee.

Scholarship: Application sent to Dave for posting on website.

Cert / Recert: 2 applications in December for recertification.

SMP: Jim to compare web version to the proprietary one.

Education: Enrolling a spring CQA refresher. Jim will instruct as Denise will be out of the country. Joe has another internal audit course starting next week. Need CMQOE (old CQM) certified instructor. Aaron still needs to put information together for a six sigma course. We would like to make an education page on the website with instructor bios and such. We would have links to national. It would make things much clearer for our members.

Possible dinner meeting topic – defining each of the certifications and the hierarchy of levels. Who needs what certification. Website list definitions and links to ASQ BOK.

Newsletter: Feb newsletter to go out on the 2nd for dinner on the 16th. No newsletters were sent to the student chapter, due to break. They will be sent for February.

Student: No report.

Website: Website renewal is due. The domain needs to be paid again as well. Dave would like to have everything with TWC.

Audit Chair: No report.

Nomination: Slate is full.

Recognition: No report.

OPEN Action Items from Last Meeting:

SMP Jim will compare the version on the web to the proprietary one (the national submittal). If there is a problem, Jim will correct it, change it to a PDF and send to Dave for posting to the website.

Gerry needs to send the scholarship list to Dick

Transfer \$6k into two CD's

Prepare the first quarter financial report

New Business:

Peter would like to give a "faces of mapping" speech in the fall as a prelude to a course offering.

Peter will speak in September for us.

Must use the contract from now on and attach it to the bill. Huckleberries is signed.

Sandwich glass company is a possible plant tour in April. Jim to follow up.

Need a March and May speaker, perhaps Aaron in May on six sigma?

Action Items:

Dave Upcoming dinner dates are still wrong on the website. March is to be the 4th Wednesday (the 26th).
Change dinner contact info to Lee.

Jim Issue formal apology to RI section for confusion over January dinner meeting.
Certifications topic for March? Review salary differentials from the Quality Progress magazine. Jim – please send a copy of the article to Lee.
Plant tour at Sandwich glass?
Confirm May speaker with Aaron.

Monica Make arrangements for Bailey's and Lorenzo's.
Give Dave TWC contact info to change the domain.
Send Nov eboard minutes to Dave for posting on the web.

Gerry Gerry needs to send the scholarship list to Dick

Grace Try to resolve "old" bank account issue with National. Perhaps charge them for our fees?
Quarterly financial reports.

Parking Lot (Items tabled for discussion)

1. Contact Massasoit about a student chapter.
2. We need to court an education chair and a backup web administrator.
3. Develop a list of past scholarship winners. (The checkbook may help.)
4. Need a liason to work with Ercan to revive student chapter.
5. Review the "old" arrangements procedure – Monica to update and present.

Next Meeting:

February 13, 2008 6:00 pm The Flat Iron Cafe in Middleboro

February 2008 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: February 13, 2008 / 6:10 – 7:30

Attendees: Alin Darabus Dave Gaugler Joe Hanley
Grace Kish Lee Thompson Rose Perry Aaron Snyder

Absent: Dick Anderson Jim Donaldson Monica Morrissey
Gerry Quinn Denise Robitaille

Discussion Items:

Secretary: January minutes were accepted as presented. February minutes were taken by Rose in Monica's absence.

Chairprson: - Joe chaired the meeting for Jim this month. A motion was made on Jim's proposal to appoint the current committee chairs with the exception of Programs/Arrangements and Education. Motion was seconded and passed by a unanimous vote.
- There were no comments on the updated milestones calendar that was included with the agenda provided by Jim. We still need to determine where the list will be posted.

Treasurer: - The Treasurer's report was not quite ready; it will be emailed to the Board.
- The problems with National relative to the closing of our old accounts appear to be resolved. Grace will find out tomorrow and let the board know in the same email she'll send on the treasurer's report.
- \$6000 was transferred into two CD's.
- The quarterly report will be ready for the next meeting.

Membrship: There were 4 new members and 2 new "unpaid". One of the 4 new members is Kim Olson in Milwaukee, who is taking the place of Cynthia Nazario. It was decided that Kim will get a welcome letter the same as the other new members.

Education: - Enrolling a spring CQA refresher. Dates are May 3rd and May 31st.
- Joe talked about the 10-person internal training. He would like someone else to do it. There is interest in AS 9100, ISO 9001, and ISO 13485 (medical). The company wants the trainer to have some sort of certification. Discussions with them will continue.
- Grace was not aware that invoicing for Ocean Systems was needed. She will prepare an invoice.
- Discussion on Education Chair was tabled.

Prog/Argmnts: - Alin tendered his resignation as Programs/Arrangements Chair. He is not available on Wednesday nights. He would consider rejoining the Board if

meetings were changed to another night. The Board thanked Alin for his service to the Section.

- Lee suggested a switch of the March and June program topics. Joe will contact Denise to see if she can do her ISO 9001 update talk in March.

- Status of the Sandwich Glass Plant Tour for April is not known. Grace will ask Monica if she knows.

- Aaron confirmed that he will be the speaker for the May dinner meeting.

- Grace confirmed that Jim had apologized to RI Section for the confusion over January's dinner meeting.

SMP: Jim needs to provide the correct version of the SMP to Dave for the website. Joe will remind Jim.

Scholarship: The revised Scholarship Manual and Application have been posted to the website. An announcement will be made in the March newsletter.

Nomination: Slate is full. Elections need to take place at February dinner meeting.

Newsletter: - Rose will be requesting input for the March newsletter within the next few days.
- Resumed sending copies to the UMass Dartmouth student chapter in February.
- Decision on the March meeting topic will be needed SOON.
- Postage increase coming in May will affect mailing costs. It was decided to purchase enough "Forever" stamps in early May before the increase to cover the May and June mailings. Increased postage costs for 2008-2009 will be reflected in that budget.

Cert / Recert: No report.

Website: - Domain has been renewed for another 2 years. Monica had provided Dave with the TWC contract info.
- March dinner meeting date was fixed, as was the contact info for dinner meeting reservations.
- Monica provided November 2007 minutes to Dave, so those will be posted.
- The new scholarship procedure was posted.

Student: No report.

Audit Chair: No report.

Recognition: Aaron to look into possibilities for June meeting.

OPEN Action Items from Last Meeting:

Our tax exemption has expired; a new certificate will be coming through in March 2008.

Invoicing problem – education invoices: companies try to pay national instead of us. We need a process to ensure that the company pays Olde Colony and not National.

SMP - Jim provide correct version to Dave for posting to the website.

Gerry needs to send the scholarship list to Dick

Grace to prepare the first quarter financial report.

Sandwich glass company is a possible plant tour in April. Jim to follow up.

Aaron still needs to put information together for a six sigma course.

We would like to make an education page on the website with instructor bios and such. We would have links to national.

New Business:

- Discussed a \$250.00 financial endorsement (budget increase) to MA Excellence (formerly Mass Council for Quality) for website re-design in return for section logo and hot link on the website front page. Grace mentioned that Cynthia Nazario suggested we negotiate a Memorandum of Understanding (MOU) with MA Excellence if we do decide to make the donation. Grace has a copy of suggested language for the MOU. A motion was made to make the \$250 donation, with the MOU. Motion was seconded and passed by a unanimous vote. A discussion of getting a seat on the Board of MA Excellence, as mentioned by Dick via email, should take place with MA Excellence. A second motion was made to appropriate the funds, since this in an outside-the-budget-item greater than \$50. Motion was seconded and passed by a unanimous vote. Grace will talk to Monica about sending the MOU to MA Excellence.
- Discussed providing a free dinner for colleagues/peers brought to dinner meetings by Olde Colony members. New members already get a free dinner coupon with their welcome letter. Additional free dinners are not allocated for in the existing budget. A motion was made to allow colleagues/peers to pay the discounted price of \$15 for a dinner meeting. The motion was not seconded.
- Discussed promoting Senior Membership to the Section. All agreed it wasn't a bad idea. Rose will put something in the March newsletter (Lee to provide words). Senior Membership and Fellow will also be discussed/defined at the same dinner meeting where Certification will be discussed.

Action Items:

Dave Post November 2007 Minutes to website.

Jim Send copy of article on salary differentials from the Quality Progress magazine to Lee for Certification topic for dinner meeting. Include discussion of Senior and Fellow members with Certification topic.

Joe Ask Denise about switching dates for ISO 9001 program.

Monica Make arrangements for Bailey's (June) and Lorenzo's (March & May).
Send MOU to MA Excellence.

Gerry Gerry needs to send the scholarship list to Dick

Grace Email treasurer's report to Board; let Board know if problems with National re old vs. new accounts resolved.
Prepare invoice for Ocean Systems.

Rose Include scholarship announcement in March newsletter. Also include information regarding Senior membership.

All - Determine where the milestone calendar will be posted.
- Remember to conduct elections at February dinner meeting.

Parking Lot (Items tabled for discussion)

6. Contact Massasoit about a student chapter.
7. We need to court an education chair and a backup web administrator.
8. Develop a list of past scholarship winners. (The checkbook may help.)
9. Need a liaison to work with Ercan to revive student chapter.

Next Meeting:

March 5, 2008 6:00 pm The Flat Iron Cafe in Middleboro

March 2008 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: March 5, 2008 / 6:18 – 7:56

Attendees: Monica Morrissey Jim Donaldson Joe Hanley
Dick Anderson Rose Perry Gerry Quinn

Absent: Dave Gaugler Aaron Snyder Lee Thompson
Denise Robitaille Grace Kish Peter Dell

Discussion Items:

Secretary: February minutes were accepted as presented.

Chairprson: We met the National Goals of Excellence and SMP awards for the past fiscal year. Denise is planning to attend the World Conference in early May.

Treasurer: Corrected December report was submitted by email along with a preliminary January report.

Membrship: No report.

Education: - Enrolling a spring CQA refresher. Dates are May 3rd and May 31st.
- Joe talked about the 10-person internal training. He would like someone else to do it. There is interest in AS 9100, ISO 9001, and ISO 13485 (medical). The company wants the trainer to have some sort of certification. Discussions with them will continue.
- Grace was not aware that invoicing for Ocean Systems was needed. She will prepare an invoice.
- Discussion on Education Chair was tabled.

Arrangmnts: Sandwich Glass update - \$50 fee for the actual demonstration. Perhaps a movie is possible. Very preliminary information at this point.

The May dinner speaker will be the duo from Mass Excellence at Lorenzo's.

SMP: Nothing new to report.

Scholarship: Nothing new to report.

Nomination: No report.

Newsletter:

Cert / Recert: Nothing new report.

Website: No report.

Student: No report.

Audit Chair: Nothing new to report.

Recognition: No report.

OPEN Action Items from Last Meeting:

Our tax exemption has expired; a new certificate will be coming through in March 2008.

Invoicing problem – education invoices: companies try to pay national instead of us. We need a process to ensure that the company pays Olde Colony and not National.

Gerry needs to send the scholarship list to Dick

Grace to prepare the first and second quarter financial reports.

Aaron still needs to put information together for a six sigma course.

We would like to make an education page on the website with instructor bios and such. We would have links to national.

- Discussed a \$250.00 financial endorsement (budget increase) to MA Excellence (formerly Mass Council for Quality) for website re-design in return for section logo and hot link on the website front page. Grace mentioned that Cynthia Nazario suggested we negotiate a Memorandum of Understanding (MOU) with MA Excellence if we do decide to make the donation. Grace has a copy of suggested language for the MOU. A motion was made to make the \$250 donation, with the MOU. Motion was seconded and passed by a unanimous vote. A discussion of getting a seat on the Board of MA Excellence, as mentioned by Dick via email, should take place with MA Excellence. A second motion was made to appropriate the funds, since this in an outside-the-budget-item greater than \$50. Motion was seconded and passed by a unanimous vote. Grace will talk to Monica about sending the MOU to MA Excellence.

New Business:

Was there any?

Action Items:

- Dave Post Nov + Dec 2007 and Feb 2008 Minutes to web. (Monica forwarded on 3/17.)
- Jim Send copy of article on salary differentials from the Quality Progress magazine to Lee for Certification topic for dinner meeting.
Meet with Gerry and Lee to coordinate certification presentation.
Contact Leta Thrasher for blurb to replace logos from last year.
Speak with Mass Excellence about joining their board.
Send blank SMP and budget templates for review next month.
- Joe Send officer and committee chair list to National (may need member #s).
Ask Denise about switching dates for ISO 9001 program.

- Monica Make arrangements for Bailey's (June) and Chicken House (May).
Send MOU to MA Excellence – Grace what is this please??
Choose Lorenzo's menu and forward to Lee.
- Gerry Gerry needs to send the scholarship list to Dick
Meet with Jim and Lee to coordinate certification presentation.
- Lee Meet with Jim and Gerry to coordinate certification presentation.
- Grace Email treasurer's report to Board; let Board know if problems with National
re old vs. new accounts resolved.
Prepare invoice for Ocean Systems.
Send MOU to MA Excellence – tell Monica what this is please??
Prepare quarterly reports.
- Rose Put deadline for ASQ refresher course in April newsletter (Jim to set date).
- All Determine where the milestone calendar will be posted.

Parking Lot (Items tabled for discussion)

- 10. Contact Massasoit about a student chapter.
- 11. We need to court an education chair and a backup web administrator.
- 12. Develop a list of past scholarship winners. (The checkbook may help.)
- 13. Need a liaison to work with Ercan to revive student chapter.

Next Meeting:

April 2, 2008 6:00 pm The Flat Iron Cafe in Middleboro

April 2008 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: April 2, 2008 / 6:08 – 8:04

Attendees: Monica Morrissey Jim Donaldson Demetrios Venetis
 Dick Anderson Rose Perry Gerry Quinn
 Lee Thompson Grace Kish

Absent: Dave Gaugler Aaron Snyder Denise Robitaille

Discussion Items:

Secretary: March minutes were accepted with correction. Motion carried.
Officer list sent to National on 3/28.

- Chairprson: - A welcome to Demetrios. He is an ASQ 6 sigma blackbelt and comes with a background in corporate training.
- Dan Datillio has expressed an interest in becoming our NEQC rep and may attend the next eboard.
- Treasurer: - Needs clarification of MOU's from National.
- Presented the February and March reports.
- Reviewed last year's projected budget. Need to think about this years'.
- Sippican room is not available for the next CQA course.
- Membrship: Too early in the month for numbers.
- Education: - Jim to follow up with Butch and David about a course.
- Lee may have a need for QA audits at his facility.
- Enrollment deadline set for next course, books need to be ordered
- Arrangmnts: Need to revisit the use of a contract and also review the program/arrangements procedure.
- SMP: Nothing new to report.
- Scholarship: Advertisement is in April newsletter.
- Nomination: No report.
- Newsletter: Mailed 3/31. Will correct meeting location for May. Will include mention of the new categories of membership.
- Cert / Recert: Nothing new to report.
- Website: No report.
- Student: Lee spoke with Ercan and he would like to revive the chapter, but is concerned with the cost. Students don't have to be members to participate with ASQ. Perhaps we should meet with them to determine their needs and plan an event for the fall.
- Audit Chair: Nothing new to report.
- Recognition: No report.

OPEN Action Items from Last Meeting:

Our tax exemption has expired; a new certificate will be coming through in March 2008.

Invoicing problem – education invoices: companies try to pay national instead of us. We need a process to ensure that the company pays Olde Colony and not National.

Gerry needs to send the scholarship list to Dick

Grace to prepare the first and second quarter financial reports.

Aaron still needs to put information together for a six sigma course.

We would like to make an education page on the website with instructor bios and such. We would have links to national. Jim to work with Demetrios.

Grace still awaiting direction regarding MOU for MA Excellence. Lee will look into it also.

Jim waiting on Leta for blurb to replace logos on website.

Speak with Mass Excellence about joining their board.

New Business:

Quick discussion regarding the budget for next year.

Dave Clement is willing to speak at a future meeting.

Action Items:

Jim Find a new room for the CQA course.

Monica Make arrangements for Chicken House (May).
Make sure Gerry has access to email lists – contact Cynthia.

Gerry Gerry needs to send the scholarship list to Dick

Grace Prepare quarterly reports.
Make arrangements for Bailey's in June.

Rose Contact Kay for speaker bios for next month.

All Determine where the milestone calendar will be posted.

Parking Lot (Items tabled for discussion)

14. Contact Massasoit about a student chapter.
15. We need to court a backup web administrator.
16. Develop a list of past scholarship winners. (The checkbook may help.)
17. Plan a student event with Ercan for the fall.

Next Meeting:

May 6, 2008 6:00 pm The Flat Iron Cafe in Middleboro
REMEMBER, THIS IS A TUESDAY NIGHT!!

May 2008 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: May 7, 2008 / 6:20 – 7:45

Attendees: Dick Anderson Monica Morrissey Grace Kish
Dave Gaugler Demetrios Venetis Dave Clement
Rose Perry Jim Donaldson

Absent: Denise Robitaille Joe Hanley Lee Thompson
Gerry Quinn Aaron Snyder Peter Dell

Discussion Items:

Secretary: April minutes accepted with changes.

Chairprson: Jim suggested we review the Forth Worth section #1416 website for their SMP ideas.

Treasurer: Monthly report submitted. One CD is maturing in June and it will be rolled over to give us a staggered set of three month end dates with the other CD.
We had a small loss for the month of March in our M+I trust account
The checking account balance increased over \$1100 with the help of an onsite training deposit.
Quarterly reports are not completed yet.
We had a net profit on the April dinner meeting.

Membrship: No report.

- Arrangmnts: Bailey's is booked for June.
Fall speaker list includes Peter Dell, Dave Clement, Aaron Snyder and a topic to be geared towards student. We have a good potential slate that needs to be finalized. We should review/discuss the procedure and determine if any changes need to be made.
- Scholarship: Correct version has been posted to the web.
Monica will prepare copies of applications as they come in and send to the committee for scoring.
- Cert / Recert: None in the past month. 10 people are scheduled to sit for the June 7th exam.
- SMP: No report.

Education: The refresher course is underway. The Days Inn is a good venue.
CQA payments and refunds are in process.
There have been negotiations for a potential ISO14001 training course.
Jim continues to transition the chair duties to Demetrios

Newsletter: Mailed on the 4th. There will be an early reminder for information for the month of June.

Student: No report.

Website: Was updated Monday

Audit Chair: No report.

Nomination: Slate is full.

Recognition: No report.

OPEN Action Items from Last Meeting:

Prepare the first and second quarter financial reports.

New Business:

We need volunteers for the audit committee.

Action Items:

Dick Ask Lee if he would participate with the audit committee

Jim Email Dave clement information regarding the arrangements chair position
Review the “old” arrangements procedure, make up a committee to resolve any actions to be taken or changes to be made

Parking Lot (Items tabled for discussion)

- 18. Contact Massasoit about a student chapter.
- 19. We need a backup web administrator.
- 20. Need a liason to work with Ercan to revive student chapter.

Next Meeting:

June 4, 2008 6:00 pm The Flat Iron Cafe in Middleboro

June 2008 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: June 4, 2008 / 5:53 – 7:47

Attendees: Monica Morrissey Dick Anderson Grace Kish
Dave Gaugler Gerry Quinn Joe Hanley
Lee Thompson

Absent: Rose Perry Aaron Snyder Denise Robitaille
Jim Donaldson Demetrios Venetis Dave Clement

Discussion Items:

Secretary: May minutes were accepted. Motion carried.

Chairprson: - Joe is filling in for Jim this month.

Treasurer: - Still waiting for a copy of the tax exempt certificate from National.
- The M+I gained \$519.75 for the month of April 2008 with a fiscal year loss of \$0.09. The checking accounts shows a loss of \$619.68, with debits totaling \$1936.68 and credits totaling \$1037.00. There is an outstanding course payment due. The May dinner meeting had a net loss of \$55.95 with 18 members attending

Membrship: No data from National at this time.

Education: No report.

Arrangmnts: - Lee said that Neil MacKertich from Raytheon would be willing to speak next season
- Baileys has been booked for the June dinner and Monica will handle payment in Grace's absence.

SMP: Reviewed.

Scholarship: Four applications received. Results to be finalized and sent to Gerry.

Nomination: No report.

Newsletter: June newsletter has been mailed and received.

Cert / Recert: - There were 2 recerts last month. 14 people are scheduled to sit in June.
- The BSC contract needs to be renegotiated for next year.

Website: Nothing new to report.

Student: No report.

Audit Chair: Audit committee selected.

Recognition: No report.

OPEN Action Items from Last Meeting:

SMP reviewed.

New Business:

2 people offered to join the eboard via the survey results. Have they been contacted?

Gerry brought up the fact that the Merrimack Valley Section runs a dinner meeting and a workshop that allows people to earn .6 RU's for each month's attendance. This is an interesting topic that we would like to follow up on.

Discussion and approval for Treasurer to send congratulations/condolences whenever the need arises.

Action Items:

Jim Follow up with Grace regarding the two people interested in joining the eboard.

Monica Solicit and assemble eboard members contact information.

Gerry Contact the Merrimack section to learn how the double RU process works.
Contact scholarship winners.

Grace Prepare financials for submission to National.
Send congratulations to Demetrios on the new addition to his family.

Dave Post minutes to website.

Parking Lot (Items tabled for discussion)

- 21. Contact Massasoit about a student chapter.
- 22. We need to court a backup web administrator.
- 23. Develop a list of past scholarship winners. (The checkbook may help.)
- 24. Plan a student event with Ercan for the fall.

Next Meeting:

August 6, 2008 6:00 pm The Flat Iron Cafe in Middleboro

August 2008 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: August 6, 2008 / 6:11 – 7:33

Attendees: Monica Morrissey Denise Robitaille Grace Kish
Dave Gaugler Gerry Quinn Joe Hanley

Demetrios Venetis Karen Ketchie Dave Clement

Absent: Rose Perry Aaron Snyder Lee Thompson
 Jim Donaldson Dick Anderson

Discussion Items:

- Secretary: July minutes were accepted with correction of typo. Motion carried.
- Chairprson: Joe is filling in for Jim this month. Joe gave kudos to Grace for the great restaurant selection for our annual banquet.
- Treasurer: June report sent via email. There is a discrepancy in the annual financial report, it has been sent to National for review.
- Membrship: No report. Denise did say that she liked us recognizing new members in the newsletters.
- Education: We need to find a CQM instructor. Perhaps the man from Bureau Veritas? Denise cannot teach the CQA this fall. We need to check with Jim to see if he is available. Joe presented a contact for someone who is interested in the courses we can offer. Four people would be our minimum for courses. Demetrios is a certified six sigma black belt and is interested in teaching possible webinars. The curriculum would need to be structured to fit such a format. Joe has a process auditing powerpoint presentation that might be a good candidate.
- Arrangmnts: - Many potential speakers for the fall. Dave to start contacting them and lining up restaurants
- SMP: Joe will finalize and send it out
- Scholarship: Scholarships were awarded to Jessica Buffi and Zach Arujo and the announcements were made at the June dinner at Bailey's
- Nomination: No report.
- Newsletter: No report. August newsletter has been sent.

Cert / Recert: Four people recertified, two did not follow directions properly.

Website: Nothing new to report.

Student: No report.

Audit Chair: No report.

Recognition: No report.

OPEN Action Items from Last Meeting:

Gerry to contact the Merrimack Valley section and learn more about how they are able to offer double recertification points. Gerry also to renegotiate with BSC for the Oct. and Dec. testing dates.

New Business:

Karen Ketchie is attending this evening and would like to join the eboard. She has offered to assist Demetrios with education.

Associates of Cape Cod has a really interesting process of bleeding horseshoe crabs to make pharmaceuticals, they may be able to accommodate a tour (before 5 pm).

Action Items:

Jim - Follow up with Ana Luttmann regarding eboard membership.
- Plan a student event with Ercan.

Monica - Solicit and assemble eboard members contact information.
- Get dinner contact info to Dave.
- Give Karen's info to Demetrios

Gerry Submit your rant to Rose for the newsletter.

Grace Keep in contact with National regarding the financial reports.

Dave Post minutes to website.

Rose Try courting a backup web administrator in the newsletter again.

Demetrios Look into Webex format for potential online course offerings

Parking Lot (Items tabled for discussion)

25. Contact Massasoit about a student chapter.
26. We need to court a backup web administrator.
27. Develop a list of past scholarship winners. (The checkbook may help.)

Next Meeting:

September 3, 2008 6:00 pm The Flat Iron Cafe in Middleboro

September 2008 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: Sept. 3, 2008 / 6:13 – 7:45

Attendees: Monica Morrissey Rose Perry Karen Ketchie
Dave Gaugler Gerry Quinn Demetrios Venetis
Lee Thompson Denise Robitaille Jim Donaldson

Absent: Grace Kish Aaron Snyder Joe Hanley
Dave Clement

Discussion Items:

Secretary: August minutes were accepted with correction. Passed around Zach Araujo's thank you card for his scholarship.

Chairperson: - Welcome to Ana Luttmann, she is visiting the board this month and is interested in joining us.

Treasurer: - The July and August reports were submitted for review.
- The Chair has suggested that we hire an accountant to handle the section's financial reports. Karen has said that she may be able to help.
- Neither July nor August had section dues deposited from National. Grace is working with National as to the reasons why.
- The section banquet went overbudget due to a communication error.
- The annual reports are still pending at National.

Membership: Five new members and 32 "unpays"

Education: - Five people interested in a CQMOE course.
- Emails were sent soliciting instructors, no one is available at this time. We are trying to schedule for the March 2009 exams. Thinking of offering a 16 hour refresher course.
- One person is interested in the CQA refresher.
- A company has expressed interest in an internal training in during October, Jim will follow up.
- webex formatting e-learning and webinars – under evaluation for the blackbelt and CQMOE courses. Perhaps they could be run with other sections.
- Demetrios will get organized and then share his intentions with Karen.
- We should consider contacting Dan D'Attilio as a potential CQA instructor.

Arrangements: - Dinner is September 17th at Huckleberries, the speaker is Dave Clement and he will discuss Reliability Engineering.
- Aaron is transferring the email blasts to Dave and Lee is giving up the dinner reservations.
- Preliminary slate for the fall is being assembled. Sarah Nugent has a possible

plant tour at Cape Cod Associated, provided it could be before 5 pm.

SMP: Joe had completed it, was it submitted?

Scholarship: Monica has agreed to participate again next year, waiting to ask Grace.

Nomination: Nothing new to report.

Newsletter: - Tax exempt certificate has been filed with Staples.
- The September newsletter has been sent already.

Cert / Recert: - Contract negotiations pending for examining room at BSC.

Website: Will be updated by the end of the week, need dinner info.

Student: No report.

Audit Chair: Report results still pending from National.

Recognition: No report.

OPEN Action Items from Last Meeting:

SMP reviewed.

New Business:

A motion was made to review the books quarterly per National standards and to reconcile the checkbook monthly and present it to the eboard no later than the second month after the close of the month. The motion was passed.

Action Items:

Jim Follow up on potential in-house training.

Gerry Finalize contract negotiations.

Grace Update group on National issues of deposits and financials.

Dave Post minutes to website.

Parking Lot (Items tabled for discussion)

28. Contact Massasoit about a student chapter.
29. We need to court a backup web administrator.
30. Plan a student event with Ercan for the fall.

Next Meeting:

October 1, 2008 6:00 pm The Flat Iron Cafe in Middleboro

October2008 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: Oct. 1, 2008 / 6:09 – 7:30

Attendees: Monica Morrissey Rose Perry Grace Kish Lee Thompson
Dave Gaugler Dave Clement Joe Hanley Jim Donaldson

Absent: Demetrios Venetis Denise Robitaille Gerry Quinn Karen Ketchie
Aaron Snyder

Discussion Items:

Secretary: Motion to accept September minutes made and accepted.

Chairprson:

- Discussion regarding financial reports for the year.
- Congratulations to Denise Robitaille on attaining her fellowship status and thank you to those involved in her nomination.
- Service letters were distributed for the prior year.
- Request made that minutes be published in a more timely manner.

Treasurer:

- Neither July nor August had section dues deposited from National. They implemented a new financial accounting tool and the slate of officers was changed somehow. They stopped depositing because the slate didn't match the current one. It should be corrected by the end of October.
- National cannot "find" any errors in this year's data. They have therefore concluded that the error was made in the prior year and have adjusted their numbers to equal ours.
- The year to date budget comparison was reviewed.

Membrship: There were 3 new members in September and letters will be going out to 28 "unpaids".

Education:

- No "official" report as Demetrios was unable to attend. Jim offered the following:
 - CQMOE refresher planned for the March exam
 - internal training opportunity from prior month has been put "on hold" by the company as they bring on new employees
 - webex formatting research is continuing

Programs:

- Huckleberries scheduled for October and November. Dave also proposed two new restaurant locations, Woody's and the Abington Ale House.
- Dave thanked Lee for handling the September dinner reservations and is ready to assume that duty this month.
- The email reminder blasts was sent and Dave has requested access to the member lists in order to update each month.
- Oct. and Nov. speakers booked, Peter Dell and Aaron Snyder have agreed to speak early next year.
- Lee has an FMEA taped presentation that could be used as a backup for dinner meetings.

SMP: Joe has completed the SMP and submitted it to National.

Scholarship: Grace has agreed to participate next year, the committee is complete.

Nomination: Nothing new to report. The slate is due by January, preparations should begin soon.

Newsletter: - Tax-exempt certificate has been filed with Staples.
- The September report has been sent already.

Cert / Recert: - Contract negotiations pending.

Website: Nothing new to report. It is possible to train a backup web administrator, if one volunteers.

Student: The student chapter will not be revived until at least the spring semester. There is a former student who may be interested in joining our section. Jim and Joe are working on this.

Audit Chair: Auditors signed signed the report submitted by the treasurer with “per National’s numbers”. Report needs Audit Chair signature and formal audit report.

Recognition: No report.

OPEN Action Items from Last Meeting:

New checkbook reconciliation to begin next month, as the treasurer was not given enough prior notice.

New Business:

None.

Action Items:

Jim speak with Denise about the upcoming nominations slate

Gerry finalize contract negotiations

Monica - add Dave Clement to Officer’s List at National and request membership list access
- inquire as to why the education chair is requesting member email information

Dave C. provide Dave G. and Monica the list of speakers and locations for the upcoming months.

Parking Lot (Items tabled for discussion)

- 31. Contact Massasoit about a student chapter.
- 32. We need to court a backup web administrator.
- 33. Plan a student event with Erjan for the fall.

Next Meeting:

November 5, 2008 6:00 pm The Flat Iron Cafe in Middleboro

