

January 2011 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: January 4, 2011 / 6:05 pm - 7:25 pm

Attendees: Monica Morrissey Ron Field Rochelle Jones
Bill Jolliemore Gerry Quinn Joe Hanley
Aaron Jones Rose Perry

Absent: Denise Robitaille Demetri Venetis Dave Gaugler
Karen Taylor Jean Patton

Discussion Items:

Secretary: - December minutes were approved with no corrections.

Chairprson: - Gerry added job descriptions from Jean to the section by-laws for review.
- Reviewed Aaron's membership reports, they look good and satisfy the SMP.

Treasurer: - Not present. Reports will follow shortly via email.

Membrship: - 202 total members, 14 unpaid and 4 new.
- Continue trending using Aaron's membership report.

Education: - CMQOE course has had over 150 email interactions through four classes.
- 15-18 participants per class
- Student with "time management issues" wishes to drop course after 4 classes and is requesting prorated refund. We are taking a 25% processing fee and will discuss the rest in new business.
- We need to create a formal refund policy.
- One student is having funding issues and may pay in January.
- Half the class is from the FDA. Rochelle has heard that the FDA was very impressed with the first course we ran in the webinar format. They would however like to make the dates around federal holidays. Something to think about for the next course.
- There are people interested in becoming instructors for CQE and 6σ.

Programs: - Denise Robitaille will be speaking in January about her latest book.
- Demetri Venetis is speaking in February. We need his bio and topic for the newsletter.
- Bill has emails out to 20-25 people regarding speaking in March. Aaron has volunteered to speak.
- Using new "programs" address and it works fine. Dave helped him get it running.

SMP: - Call for board volunteers in January newsletter.

Scholarship: - Approved, Gerry will send a "clean" copy to Dave to post on the web.
- February eboard to discuss the dollar amount and number.
- Newsletter advertising in April/May.

Nomination: - Demetri Chair, Monica Secretary, Jean Chair-elect, Aaron Treasurer.

Newsletter: - No report. Need Message from the Chair for January.
- February information due by January 19th.

VOC: - Nothing new to report.
- Phone survey has been on hold. Bill and Aaron have decided to work with one question and develop further if there appears to be interest.

Cert/Recert: - 5 recerts, still problems with documentation. (Contact hours for certs, not “days”.)
- link to National saying who has passed exams.

Website: - No report. Feedback on the oldecolony.asq.org mail accounts is good from Bill.
- Rochelle would like an education email and will contact Dave.
- Need to update website with scholarship and dinner info.

QMP Timeline: Add announcement of officers to calendar.

Audit Chair / Recognition / Student: No report.

New Business:

- Voted to cancel letters to unpaid members. Continue with new people.
- ASQ corporate membership contact has been unavailable over the Holidays. Rockland Trust started a 6σ process in 2009 and Aaron would like to get them on board as a corporate member. The section does not have the ability to set rates and must involve National.
- Denise has asked that we all complete the ISO9000 Survey Request she emailed.
- RI has a cancellation policy of 2 weeks before class is no fee. Tony has suggested credit on a future course. Do we prorate dropping the course after it starts?
- Rochelle needs someone to help her run courses. Aaron and Ron will help with the CQA. Perhaps we should advertise for a webex coordinator position on the board?
- Webex course advertising should include the statement that the coordinator is a VOLUNTEER positions, please try to resolve issues yourself.
- Rochelle would like to set up a trial webex class for ISO9000 – board concurs.

Action Items:

All – need class cancellation policy and think about webex coordinator eboard position

*Joe – service letters for eboard members

Business Plan Metrics:

1. meeting membership goals
2. are we quality experts in our area

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. We need to court a backup web administrator
3. 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
4. Need a procedure for transitioning the Treasurer's duties
5. Demetri/Rochelle – document success of Webex format
6. Virtual eboard meetings

Next Meeting:

February 2, 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
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
Feb	Olde Colony Section	Announce the officer slate at the February dinner meeting
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.

February 2011 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: Cancelled February 1st, 2011 due to weather
Minutes distributed February 15th via email

Attendees: None

Discussion Items:

Secretary: - Call for January minutes to be approval via email.

Chairprson: - No report, chairman's corner letter submitted for newsletter.

Treasurer: - January reports emailed on 2/15/2011.

Membrship: - Per national on 02/10/2011 202 total members, 16 unpaid and 3 new.
- Aaron has set up the survey for data collection. Would like to know if Bill is still interested in making calls, as well as anyone else that would like to help out.
- Overall section membership declined to 195 from 210 over the past year.
- Retention down in 2010 to 72.9 from 78.1 in 2009.
- In 2010 we had 32 new members and 153 renewals (2009 saw 41 new and 168 renewals).
- Enterprise options will not fit with Rockland Trust, so Aaron is going to explore a site membership. Peter at ASQ Corporate is providing support in this effort.

Education: - Course withdrawal and refund procedure submitted for review.
- Instructor contract submitted for review.
- Web organizer job description submitted for review.

Programs: - Demetri Venetis is speaking in February about career success with Six Sigma.
- Aaron Jones has volunteered to speak in March.

SMP: - Nothing new to report.

Scholarship: - No report.

Nomination: - Demetri - Chair, Monica - Secretary, Jean - Chair-elect, Aaron - Treasurer.
- Slate announced at February dinner meeting.

Newsletter: - February newsletter mailed out.

VOC: - No report.

Cert/Recert: - No report.

Website: - No report.

QMP Timeline: Nothing new to report.

Audit Chair / Recognition / Student: No report.

New Business:

- N/A

Action Items:

All – vote on January minutes

All – review Rochelle's files and voice approval, Monica would like to see the web coordinator

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description go into the March newsletter.

Business Plan Metrics:

1. meeting membership goals
2. are we quality experts in our area

Parking Lot (Items tabled for discussion)

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8. We need to court a backup web administrator
9. 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
10. Need a procedure for transitioning the Treasurer’s duties
11. Demetri/Rochelle – document success of Webex format
12. Virtual eboard meetings

Next Meeting:

March 1, 2010

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March 2011 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: March 1, 2011 / 6:06 pm - 7:33 pm

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

Absent: Denise Robitaille Demetri Venetis Jean Patton

Discussion Items:

Secretary: - January and February minutes approved as written.

Chairprson: - Nothing new to report.

Treasurer: - February reports on 3/13 show a \$16,351.78 balance, which is more than expected, along with a net FY11 gain of \$3,391.61 in the PNC investment.
- The February dinner meeting posted a net loss of \$1.23 with 16 attending.
- One CD is coming up for renewal with a very poor interest rate. Joe has asked Karen to look into other possible interest bearing accounts. Completed with 3/13 report, there is nothing better at Eastern and we will allow the CD to renew.

Membrship: - Reporting on March 7 shows 207 total members, 12 unpaid and 6 new.
- See new business for membership updates.

Education: - Final class of 2nd CMQOE is Thursday evening.
- CQA class is starting 3/22.
- Root Cause webinar is coming soon. Instructor is deciding on cost, if any.
- Instructor would like to lock in another CMQOE course
- Side discussions concerning RI students taking our classes, more to follow later.

Programs: - Bill speaking in March on Lean Continuous Process Improvement.
- Exterminator lined up for April.
- Needs Tony's contact for possible May speaker.

SMP: - Need to add scholarship discussion to table – done.

Scholarship: - Newsletter advertising in April/May.
- Banner year with all of the hard work Rochelle has done in education. We would like to recognize her efforts by sharing with our membership.
- \$16k in bank, motion made for 2 @ \$1500, 2 @ \$750 and 1 @ \$500 Aaron voiced an objection that the webinar technology is too new and he would like to see it mature further before awarding such an amount. Motion passed.

Nomination: - Monica Chair, Joe Secretary, Jean Chair-elect, Aaron Treasurer.

Newsletter: - Unable to attend this evening.
- March newsletter has been mailed.

VOC: - Aaron has started the telephone survey.

Cert/Recert: - 0 recerts submitted in February
- Exams scheduled Saturday, 3 people for the CMQOE course.

Website: - Domain payment has been made for the upcoming year.
- Website to be updated tomorrow with the newsletter and the 12/2/10 revision of the scholarship.

QMP Timeline: Add scholarship decisions and reporting times - done

Audit Chair / Recognition / Student: No report.

New Business:

Aaron reported on the 2010 member status. There are 12 sections in our region (1). 195 members on 6/30/10 and 207 members on 03/01/11. Since 6/30/10 there have been 31 new and 78 renewals for a retention of 40% (highest). We are 7th for renewals. Many long term members currently in our section; Joe Hanley 38 years, Robert Irving 41 plus and Harold Gilmore 51 years

Rose stated that our QMP classification has dropped from gold to bronze this year. Our member satisfaction and loyalty fell and retention was not met.

Rose has not seen any advertising for a 2011 members satisfaction survey yet.

Action Items:

Dave – set up treasurer’s email account for Aaron, remove member satisfaction survey from web and update triangles

Karen – resend PayPal code to Dave to check on difficulties members have been having with it

Aaron – would you like to make a quick blurb for the newsletter mentioning the above longtime members?

Business Plan Metrics:

1. meeting membership goals
2. are we quality experts in our area

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. We need to court a backup web administrator
15. 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
16. Need a procedure for transitioning the Treasurer's duties
17. Demetri/Rochelle – document success of Webex format
18. Virtual eboard meetings

Next Meeting:

February 2, 2010

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Feb	Olde Colony Section	Announce the officer slate at the February dinner meeting, begin discussions on scholarship for March
Mar	Olde Colony Section	Decide on number and dollar amount of scholarships
Apr	Olde Colony Section	Begin scholarship advertising in newsletter and on web
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.

April 2011 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: April 5, 2011 / 6:10 pm - 7:42 pm

Attendees: Monica Morrissey Ron Field Gerry Quinn Dave Gaugler
Aaron Jones Rose Perry Jean Patton Ken Roy
Asif Khan Ken Roy

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

Discussion Items: AARON TO GO FIRST WITH ALL OF HIS INFO!!

Secretary: - March minutes unable to be approved as written. Not enough elected officers to vote, they will be emailed for approval.
- Aaron Jones has asked to present first this evening as he has a lot of information to report on.
- We welcomed Asif Khan and Ken Roy to the eboard this month. Aaron met Asif in a roundabout way during his survey. He is a recent transplant to Massachusetts, coming from Iowa just four (4) months ago. Jay Patel suggested to Ken that he join our section and volunteer as our NECQ rep.

Chairprson: - No report.

Treasurer: - No report.

Membrship: - Reporting on April 5 shows 207 total members, 12 unpaid and 2 new. There have been 33 new and 93 renewals since June 2010.
- See new business for membership updates.

Education: - No report.
- Next CMQOE starts in July
- Root cause analysis WebEx course is seeking students

Programs: - No report.
- Aaron Jones is speaking in April about "finding your next job".

SMP: - Nothing new to report.

Scholarship: - Newsletter advertising in newsletter and on web.

Nomination: - Monica Chair, Joe Secretary, Jean Chair-elect, Aaron Treasurer.
- Need to put vote to membership at April dinner meeting.

Newsletter: - April newsletter has been mailed.
- Jean would like to adopt Aaron's formatting of this month's newsletter for future ones.
- She would also like to format courses like exams and do a ½ page ad.

VOC: - National has a new survey out now (they did not give us a lead time for us to get it into the newsletter or onto the website.)
- Rose would like to put together an explanation of why the survey is important to the section and have it sent out to our membership.
- See Aaron's survey results in new business.

Cert/Recert: - 2 recerts submitted in February.
- Exams scheduled for June 4th, no stats yet.
- 3 CMQOEs passed the last exam session.

Website: - Member satisfaction survey is "back".
- Triangles have been updated.
- Treasurer's email account created for Aaron come July.

QMP Timeline: Add scholarship decisions and reporting times - done

Audit Chair / Recognition / Student: No report.

New Business:

Membership Report:

- Recent addition to monthly ASQ reports from National include a file on members who are in our geographic section but have not chosen us for membership.
- 40% member retention last month and 47% this month, an overall growth of 6% on retention.
- Membership survey took a month to complete, there are still a few responses trickling in. Of 217 call attempts, completed 80 by phone and 13 by email. 85 never called back and there were 25 that had bad contact information. Of the 203 people contacted, 93 people answered (45.8%), 39.4% were by telephone. Aaron has all of the data and will present it in May. He used the open ended question "why do you renew". He also learned that William Cardillo passed away recently. (Monica will contact National and inform them).
- Spoke with Ercan T. (former student contact) who is going on sabbatical again, he did say that his successor may be interested in reviving our relationship.
- Spoke with several people from Cape Cod. Harold Gilmore might be interested in doing a newsletter article.
- Spoke with Paul Derosa the Director of Corporate Quality at Ocean Spray. He just got CMQOE certified after completing our webinar course. He is very interested in ASQ education certifications for his employees. Met with him last week and he has 13 students he would like to register for the July CMQOE course (\$6435). Aaron spoke with Rochelle and they decided against offering a discount because we are already well below the cost of other training programs. Mr. Derosa also has a need for CQA training. We will send one invoice for the 13 students and he will pay via PayPal. 6/8 CQA 1st Q2012, 5-6 CQE 2nd Q2012 and 30 CQT's! Need instructors!!
- Aaron has committed to 1 pre-class orientation to familiarize them with the webinar format. He also got Ken Love (the first CQA) to agree to speak with Ocean Spray about quality. Mr. Derosa would like to know who attends each class and whether or not they complete their homework.
- Aaron has invited Mr. Derosa to replace him (or one of his people) as membership chair next year.
- Gerry is very impressed with the success of Aaron's cold calling efforts and thinks it would be of great benefit to the section if we did it annually.

Ken Roy would like to be our NEQC rep and so would Ron Field. At the next eboard meeting on May 3rd, they will each present a short blurb on why they want to be our rep and we will vote.

Action Items:

Need to find CQE and CQT instructors for webinars – suggestions?

All – Jean is putting together postcards as thank-you’s to the survey respondents and we will all take a share and personalize them

Jean – would you like mention longtime ASQ members from the section in a future newsletter, i.e.

– Joe Hanley 38 years, Robert Irving 41 and Harold Gilmore 51 years. Perhaps mention the passing of Bill Cardillo in Florida (joined ASQ in 1960!!!).

Rose – put together email blurb about why survey responses are important to the section.

Business Plan Metrics:

1. meeting membership goals
2. are we quality experts in our area

Parking Lot (Items tabled for discussion)

1. We need to court a backup web administrator
2. Need procedure for transitioning Treasurer’s duties
3. Virtual eboard meetings

Next Meeting:

May 3, 2010

2010 – 2011 New QMP Timeline (section level only)

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Apr	Olde Colony Section	Begin scholarship advertising in newsletter and on web
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.

May 2011 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: May 3, 2011 / 6:09 pm - 7:45 pm

Attendees: Monica Morrissey Ron Field Rochelle Jones
Gerry Quinn Joe Hanley Ken Roy
Karen Taylor Rose Perry Jean Patton

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

Discussion Items:

- Secretary: - May minutes motioned to accept and approved as written.
Treasurer has recommended attaching prior month's financials to minutes – will do.
- Chairprson: - Nothing new to report.
- Treasurer: - Nothing new to report, awaiting PNC #s.
- Membrship: - Reporting on April 5 shows 207 total members, 11 unpaid and 2 new.
- Education: - Root Cause Analysis webinar cancelled due to low enrollment. Contract will be honored at a future date. A Virginia section wants to present it at their monthly dinner meeting, working to see if they can pay to satisfy the minimum requirements. Rochelle email blasts to our membership and all education chairs before course offerings and that's how they found us..
- CMQOE starts July 18th, contract to Tony now. Ocean Spray has 13 confirmed and an invoice was sent via PayPal. Tony would like to have the CQA offered again.
- Still trying to get a CQE instructor. Bobbi Antonucci has offered, but cannot teach until after the next course date.
- "go to webinar" has a new service called "go to training". It costs slightly more than what we have but may be better for future CQE training. Rochelle is sifting through the information to learn more about it.
- Programs: - Speaker for May, working on June.
- Bobbi Antonucci can speak on software quality
- Would Aaron like to present his VOC findings?
- SMP: - Nothing new to report.
- Scholarship: - 1 received to date. Karen, Gerry and Monica will judge again this year.
- Nomination: - Monica Chair, Joe Secretary, Jean Chair-elect, Aaron Treasurer.
- Newsletter: - Aaron's report will go into the newsletter once he approves it.
- Rochelle can also put it on a webinar and link it to our site.
- Thank you card approved. Jean will get them printed and distribute for June meeting.
- Aaron used Microsoft publisher for his newsletter blurb, we like the format.

VOC: - Nothing new to report.

Cert/Recert: - 0 recerts submitted in April
- Exams scheduled June 4th, 2 CQA, 6CQE and 1 CQI. The room is confirmed but parking may be an issue. It is alumni week and a HS track meet is expected to bring 500 spectators.

Website: - No report.

QMP Timeline: Nothing new to report.

Audit Chair / Recognition / Student: No report.

New Business:

- Discuss donation to support the US TAG's hosting of a TC176 international meeting. A \$2500 donation is not realistic when we have a projected profit of only \$9K. We will not be getting any benefit from this venture. Motion to donate has been withdrawn. When does TAG officially need the money? What is the status of corporate sponsors? We are a small section and would consider budgeting something for next year. Issue tabled for waiting to hear back from Denise.
for next year.
- Presentation of NEQC candidates. Joe and Monica will discuss outside of this meeting. There will be no budget involved for this position.
- Rochelle would like to make the webinar organizer a paid position. Joe suggested she write a proposal and forward it to Monica.
- Board positions are due to National in May.
- We need a refresh of the website. Jean can assist. Discuss again for next year.
- Gerry checked the SOA on National's website back in 2009 when they forced us to sign on. There is a new revision. They have now changed "shall" to "will", do we need to sign again? They have changed the number of people required for position nominations to the lower of at least 4% of regular section members or 10 members. They mention that "strategic themes in sections goals and objectives are a living strategy" and should align???
- Summer outing discussion, decision must be made at June eboard. Geography is Boston to Newport and the Cape. Karen will send the budget out.

Action Items:

- Prepare to transfer Treasurer's duties from Karen to Aaron
- Need a CQT instructor for Ocean Spray – Joe may consider
- We need more information regarding a TAG donation – Denise
- Suggestions for summer outing and head count from ALL
- Determine when 6 month year is - Karen

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2. are we quality experts in our area

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Mar	Olde Colony Section	Decide on number and dollar amount of scholarships
Apr	Olde Colony Section	Begin scholarship advertising in newsletter and on web
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 2011 Minutes

Location: Flat Iron Café Middleboro Ma.

Date/Time: Nov2, 2011 6:03 – 7:59

Attendees: Monica Morrissey (chair) Rochell Jones Gerry Quinn
Aaron Jones Ron Field Joe Hanley
Dave Gaugler Rose Perry Paul DaRosa
Michelle Beauchesne

Absentees: Bill Jolliemore

Discussion Items:

Secretary: October minutes were accepted with revisions.
Michelle Beauchesne and Paul Darosa joined the meeting as guests and observers.

Chairperson: No Report

Treasurer: Aaron is working on the budget for the period July 1, 2012 to June 30, 2013. When completed it will be sent to officers for approval by e-mail.
Aaron and Joe talked about their meeting with Bharatendra Rai a professor of statics at UMass Dartmouth and the professor who would lead a student section at that uiversity. The meeting centered on our ideas for a student section and Professor Rai's suggestion that the students be introduced to the Section by first involving them in a quality related program that they could add to their resumes such as Six Sigma. It was agreed that Professor Rai would be invited to the December E-Board meeting to discuss his ideas with the board.
Aaron also suggested that we would improve our networking capabilities if we had meetings with other professional organizations with good speakers.

Membership: No Report

Education: Rochelle has signed a contract with PJ to teach the CQA course. It is the same contract that Tony is working with. The course primer will be purchased from ASQ's Indiana section at the students expense, although there will be a \$10.00 discount given to students for both the primer and the accompanying CD. The cost of the various courses was restudied and a revised schedule was submitted via e-mail to all officers and was universally approved by the e-board at this meeting.
There is a good possibility that Ocean Spray will have forty of their employees attend the next CQE course

Programs: The Massachusetts Department of Public Utilities will speak at the February monthly meeting.

SMP: No report.

Scholarship: Gerry requested that we determine monies and scholarship quantities at the January E-board meeting.

Rachel Potter sent Gerry a very nice thank you letter for her scholarship award.

Certification: The next certification exam will take place on December 3rd. At the time of the meeting there were ten candidates for various certifications; 6 QA's and one each for the following disciplines Green Belt, Tech, QE, & Software QE.

Recertification: There were no requests for recertification.

Web-Site: The web-site is up to date.

NEQC: No Report

VOC: No report

Newsletter: The November Newsletter was mailed on November 8th.

Action Items:

E-Mail Professor Bharatendra Rai requesting he attend the December E-Board meeting on the 7th to discuss his plans for a student section

Actionee: Joe Hanley

December 2011 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: December 7, 2011 / 6:05 pm - 7:46pm

Attendees: Monica Morrissey Rochelle Jones Gerry Quinn Dave Gaugler
Aaron Jones Jean Patton Monika Bortnik

Absent: Rose Perry Joe Hanley Ron Field

Discussion Items:

Secretary: - November minutes accepted with revisions.
- Monika Bortnik of Symmetry Medical joined the group this evening to discuss the possibility of advertising within our Section for Quality Engineers.

Chairprson: - No report.

Treasurer: - Confirmed with National that the budget term is July to June. Actual audits align with the fiscal year.
- Proposing bi-annual audits of treasury in July and January, or with the change of a Treasurer.
- Trying to contact other Societies to hold a joint meeting, probably at Ocean Spray.
- PMI is up \$1500 in October.
- Calculates \$7300 in operating expenses. 2 years cash in the bank (scholarship is part of the \$7300) and CD's for another year.
- Gerry would like to present a budget showing an actual loss.
- Motion to accept the 12 month budget was approved.

- Membrship: - 1 new member in December.
- Education: - CMQOE class does not have enough participants to start the course. (Discussions occurred after the meeting and the Section decided to go ahead with it anyway via an email vote.)
- CQE and CQA courses will both start in March. The CQE is a first rounder with PJ as instructor and Rochelle will “drive” this course to assist him.
- Programs: - Jean has scheduled speakers through April. Making the Financial Case for Corrective Action with Denise Robitaille in January, Daniel Ghebre on the Hurricane Irene response in February, March will be Tony DeMarinis and The Alligator Talk and April will be Ramona Krogman on Quality and Marketing
- We need speakers for May and June.
- QMP: - Motion made and accepted to change name from SMP to QMP to align with National terminology.
- Scholarship: - Nothing new to report. Discussions for 2012 should start next month.

Nomination: - Need to announce slate at January dinner meeting.

Newsletter: - December newsletter mailed on the 5th.
- Jean has been receiving lots of positive comments on the newsletter content.

VOC: - No report.

Cert/Recert: - Exams was last Saturday. 6 CQA, 1 Green Belt, 1 CQE, 1 Software and 1 CQT did not sit for the exam.

Website: - The website is up-to-date.

QMP Timeline: - Need to announce proposed slate and call for nominations to membership in January.

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

New Business:

Monika Bortnik of Symmetry Medical is new to the New Bedford location (she is from Michigan). They have been going through a change of organization. Seven locations operated as seven companies and they are now harmonizing. Lots of groups were acquired by other companies and lots of customer involved requirements for the new company. Their vision includes flawless quality, innovative products and on time delivery. Several departments have already been harmonized and now they are focusing on the quality department. She sought our section out to try and reach out to quality engineers within the area. Jean and Aaron will be working with her to showcase their story in our newsletter and to advertise for engineers.

The Flat Iron will be closed on Wednesday evenings for the next few months. We will need to find another location for our eboard meetings.

Action Items:

Gerry – update Section Operating Agreement to call out audit schedule.

Next Meeting:

January 4, 2011 LOCATION TO BE DETERMINED!!

This is preliminary, as I do not see a 2012 Timeline on the ASQ website yet - Monica

2012 QMP Timeline (section level only)

Due Date	QMP Level	Required Activity
Jan	Olde Colony Section	Announce nominees in newsletter and vote in February
Feb	Sections	Financial audit due to National for the July 2011 – December 2011 time frame
Feb	Olde Colony Section	Announce the officer slate at the February dinner meeting
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.
May 15	Level 1 – Member Unit Basics Sections	Completed for upcoming year 11-12 . 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 10-11 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 10-11 , your Member Unit is eligible for Total Quality. Submit previous year's 10-11 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 2011 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