

January Minutes 2015

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

Date & Time 01/07/2015 P.M. 6:08 P.M. – 7:30

Attendees Monica Morrissey Rochelle Jones Dan Bowman

Absentees Jean Patton Ron Field Joe Hanley Aaron Jones Gerry Quinn

Discussion Items:

Not enough elected members to make a quorum. Casual discussion only.

Next Meeting Good Days February 4, 2015 at 6:00 PM.

February Minutes 2015

Location: Good Days – West Bridgewater Ma.

Date & Time 02/18/2014 P.M. 6:08 P.M. – 7:15

Attendees Jean Patton (Chair) Monica Morrissey Gerry Quinn
Rochelle Jones

Absentees Ron Field Joe Hanley Dan Bowman Aaron Jones

Discussion Items:

Secretary November, December and January minutes to be approved

Chairperson

Treasurer Financial audit held on February 7th with Denise, Joe, aaron and Monica. Audit passed and is attached. A deposit from national is pending.

Results sent to National and received.

The current bank balance is \$16,631.91.

Membership Membership is stated below:

New	“6”
Unpaid	15
Total Membership	184

Education The next CMQ/OE has a Jul 20th start date. This has been posted on National’s calendar, on our website and has been set up in Eventbrite so that folks may register at any time.

Our next CQA course is scheduled to start on March 31st. This has been posted on National’s calendar, on our website and has been set up in Eventbrite so that folks may register at any time. An initial email blast was sent out to members and a variety of member leaders using MailChimp in early February. We have one registered student to date.

I created a post course survey for our last CQA and distributed it to all the students (10). I had one response. – see attached file.

Programs	Stan Wharton is confirmed for January. Justin? for February and Gil Andrade for March. Ask Jim Shore to speak in April.
Scholarship	General discussion of latest proposed revision. Gerry will revise and send out again. Plan to discuss in January.
Cert/Recert	Exams to be held March 7 th .
Website	Aaron will continue as website chair.
VOC	National sent out a survey regarding the section's use of VOC. I am proud to say that we could answer in the affirmative to most questions like "have you used ASQ VOC training materials" and "did you create a members survey using the Qualtrics software package provided by ASQ?" The one area where I could not answer affirmatively is using these materials to follow up on section activities. To correct that, I created a follow up survey for our most recent CQA course as mentioned above. Results attached.

Student Section

- a. **New Business** Our section, like all sections, has some difficulty in recruiting members to become part of the leadership/Executive Board team. We also seem to get the same core group of folks attending dinner meetings. Is anyone interested in taking some training/coaching/strategy sessions offered by Kemi Sorinmade (she spoke at the November 2014 dinner meeting) to help our leadership team improve recruiting efforts? We might learn some ways in which to encourage others to attend meetings. Here is an excerpt from an email exchange regarding the possibilities for the EBoard:

Kemi: "Regarding the strategy Session for the leadership and growth efforts for the ASQ Old Colony.

What I have in mind is to have maybe one 2 hr session (or 2 one hr sessions) to:

1. Help Clarify ASQ Old Colony Vision and Goals
2. Define and determine root cause of obstacles to reaching the goal (current issue you mentioned)
3. Brainstorm and develop strategy to eliminate problem and reach defined goals
4. Develop action items
5. Become your accountable partner to help carry out action items.

For the two hour session, the cost will be \$250.00

If you want training in addition, REAL Success curriculum offers steps to building success based on the principles of Relationships, team work, Attitude and Leadership. This can also be a two hour session with application of the principles learnt to the groups current situation. I can also offer this training for \$250.00 “

Action Items

Draw and prepare to discuss an Org Chart of the E-board positions.

Actionee All E-Board members

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

Actionee Jean & Gerry

Next Meeting

Good Days March 4, 2015 at 6:00 PM.

April Minutes 2015, Revised

Location: Good Days - West Bridgewater, MA

Date and Time: 4/1/15 6:25 PM to 7:23 PM

Attendees: Monica Morrissey Gerry Quinn Rochelle Jones
 Ron Field Joe Hanley

Absentees: Jean Patton Dan Bowman Aaron Jones

Discussion Items:

Secretary January, February and March minutes were approved.

Chairperson No report. See "Student Section" below.

Treasurer The current balance in the Section checking account is \$16,140.66.

Membership New 7
 Unpaid 13
 Total 189

Education The Certified Quality Auditor (CQA) class started 3/31/15. It will run for 10 weeks. Nine students registered. See the attached spreadsheet for the financial numbers.
 The next CMQOE is set for late July.

Programs Gil Andrade is confirmed for April, Dan Bowman for May, and Denise Robitaille for June. The subjects are Roadmap to QMS Registration (ISO), Calibration, and Risk Analysis, respectively.

Scholarship The new procedure is posted on the Olde Colony Section website. The drawing will be held in May.

Cert/Recert Re-certified 1 in March. Exams were held March 7. One no-show. WE need to confirm a room for the next exams.

Website Nothing new to report.

VOC No report.

Student Section The Board discussed the status of the proposed Olde Colony Section Student Sub-section. There was confusion during the application process regarding identification of the sponsoring section. The application presently rests with Jim Shore. The following actions need to be performed:

1. Change the student section application to reflect that Olde Colony Section is sponsoring the new student section. **Assigned to Gerry Quinn.** Contact BK at UMass to check on the students' applications for membership to ensure they've joined Olde Colony and not Boston or that

- they have joined both.
2. Obtain a list of student members and officers (names and membership information for current student chair, vice chair, secretary and the Counselor). **Assigned to Joe Hanley.**
 3. Obtain proof of purchase (by UMass) of memberships for the student section. **Assigned to Joe Hanley.**

New Business The Board approved the following:

1. Training of E-board on how to improve recruiting efforts for the section. \$125 up front, \$250 total. A contract is being arranged with the Growth Studio.
2. Leadership training for as many section members as wish to attend, no charge to attendees. One price, \$1500. Duration: 5 weeks
3. Leadership Training room - deposit of up to \$175.
4. Deposit for training, up to \$249.

Next Meeting: Wed, May 6, 6:00 PM, Good Days Restaurant

June Minutes 2015 Draft

Location: Good Days - West Bridgewater, MA

Date and Time: 6/3/15 6:25 PM to 7:23 PM

Attendees: Monica Morrissey Jean Patton Rochelle Jones
Ron Field Joe Hanley

Absentees: Gerry Quinn Dan Bowman Aaron Jones

Discussion Items:

Secretary April and May minutes were approved.

Chairperson Announced that Gerry Quinn will be retiring from the BOD. Date to be determined.

Treasurer The current balance in the Section checking account is \$19,709.

Membership New 7
Unpaid 13
Total 189

Education The Certified Quality Auditor (CQA) class ended 6/2/15. It ran for 10 weeks. Eight students completed the course. The next class is for the CMQOE, set for late July.

Programs Denise Robitaille is confirmed for June. Denise will speak on Risk Analysis.

Scholarship The 2015 drawing was held at the May dinner meeting. The winners were:
Pool 1 - Andrew Sholudko
Pool 2 - Walter Sholudko
Pool 3 - Rochelle Jones

Cert/Recert 21 are scheduled for the examinations on June 6: 1 CCC, 8 CQE, 7 CQA, 1 CQPA, and 4 SS green belts.

Website Nothing new to report.

VOC No report.

Student Section No report.

New Business The Board approved the following:

1. Training of E-board on how to improve recruiting efforts for the section. \$125 up front, \$250 total. A contract is being arranged with the Growth Studio.
2. Leadership training in the fall for as many section members as wish to attend, no charge to attendees. One price, \$1500. Duration: 5 weeks

Comment [RJ1]:

3. Leadership Training room - deposit of up to \$175.
4. Deposit for training, up to \$249.
5. NEQC Leadership training 6/13 in Springfield. Ron Field to attend. BOD approved reimbursement of hotel and mileage expenses.

Next Meeting: Wed, Aug 5, 6:00pm, Good Days restaurant

ASQ Olde Colony Strategy Session Report

June 8, 2015

Strategy Session Date: June 3, 2015

Time: 6pm-8pm

Attendees

Kemi Sorinmade Facilitator, The Growth Studio

Ron Field– Secretary

Jean Patton – Programs Chair

Monica Morrissey – Treasure/ Historian

Joe Hanley– Chairperson

Sue R. – Arrangements

Rochelle Jones – Education, Voice of Customer Chair

Vision: The ASQ Olde Colony vision for 2015 – 2016 is to achieve increased active membership participation and provide an avenue for members to network and gain exposure to recent concepts and ideas in the quality industry. The organization will be the education source for quality techniques, systems and ideologies so as to foster enhancements, create job opportunities and advancements for members.

Clarified Mission Statement: To be the major quality provider in the South East and Cape Cod region for quality professionals in the service and manufacturing sector

Defined Problem: The ASQ Olde Colony Section does not have enough active members. There are 189 members enrolled in the section but only a handful, consisting mostly of the E-board members, show up for meetings and are active. Another problem is that there are not enough e-board members. Current E-board members are taking on double roles.

Root Causes: Some Identified probable root causes are as follows:

- Relatively high cost of attending meetings
- Time commitment
- Most members approaching retirement
- Process Issues: Communication gaps
- Companies not sponsoring memberships
- ASQ Boston Chapter is the default choice for new Massachusetts ASQ members on the national site
- National Interference and policies affecting what can be done, including collaborations between chapters
(Because of limited time, more root causes were not identified)

Opportunities

- Target members outside of ASQ, such as professionals in surrounding organizations not necessarily tied to quality
- Occasionally offer non quality topics during meetings to pique interests of members

- Organize offsite activities
- Review adequacy of current venue
- Invite interesting speakers to speak on topic of concern at the moment
- Capture exam takers and invite them to the meetings for free
- Provide memento to members with section info and reminders
- Improve communications to members (frequency, quality and content). Ramp up and fix email, Eventbrite, and other communication tool issues
- Change Name of chapter from Olde Colony to something more identifiable for those who are in the southeast area.

Goals

1. Increase active membership by 10% (20 new active members) by June 2016
2. Increase members on the E-board team. Fill all open positions (5) by June 2016. There are 2 Open positions and 3 Double Positions.

Action Items

Action Item	Assigned to	Date Due
1. Communicate goals with members regularly		
2. Include vision statement on website and communicate regularly (so that members can know benefits of being active)		
3. Track membership attendance at meetings		
4. Create incentives, giveaways for members		
5. Actively communicate open e-board positions		
6. Create a nominating committee		
7. Create an invitation flier fro exam takers and hand out starting in June		
8.		
9.		

August Minutes 2015

Location: Good Days – West Bridgewater Ma.

Date & Time: 8/5/15 6:00 PM to 7:25 PM

Attendees Monica Morrissey Jean Patton Rochelle Jones
Ron Field Sue Ribeiro

Absentees Gerry Quinn Dan Bowman Aaron Jones Joe Hanley

DISCUSSION ITEMS

Secretary June minutes were approved.

Chairperson See New Business below.

Treasurer As of 8/5/15, the balance in the Section checking account is \$22,617.93.

Membership New 3
Unpaid 21
Total 188

Education The CMQOE class began 7/20/15. 11 students registered for 18 classes. 10 have been completed.

The Leadership Training is scheduled to begin 10/5/15, at Sachem center in East Bridgewater. The announcement e-mail has been sent, and 39 have registered to attend. Details are in the announcement and are posted on the Section website (ASQOldeColony.org).

Programs Nothing new to report. No dinner meetings are scheduled for September through December. Instead, members will attend the Leadership training sessions described above and on the Section website. These sessions are free to all Section members.

Scholarship No report.

Cert/Recert No report.

Website No report.

VOC Nothing new to report.

NEQC Ron Field attended the NEQC Leadership Training on June 13, in Springfield MA. Expenses were reimbursed as directed by the Olde Colony BOD.

Nominations Chair Joe Hanley
Treasurer Sue Ribiero
Secretary Ron Field

Student Section No report.

New Business None to report.

Next Meeting Wed, August 5, 6:00pm, Good Days restaurant

September Minutes 2015

Location: Good Days – West Bridgewater Ma.

Date & Time: 9/2/15 6:00 PM to 7:25 PM

Attendees Monica Morrissey Gerry Quinn Rochelle Jones
Ron Field

Absentees Jean Patton Dan Bowman Aaron Jones
Joe Hanley Sue Ribeiro

DISCUSSION ITEMS

Secretary August minutes were approved with comments.

Chairperson No report. See New Business below.

Treasurer As of 9/2/15, the balance in the Section checking account is \$22,713.85.

Membership New
Unpaid
Total

Comment [RF1]: Monica to send new numbers.

Comment [RF2]:

Education The CMQOE class began 7/20/15. 11 students registered for 18 classes. As of 9/2/15, 10 have been completed.

The Leadership Training is scheduled to begin 10/5/15, at Sachem center in East Bridgewater. The announcement e-mail has been sent, and 39 have registered to attend. Details are in the announcement and are posted on the Section website (ASQOldeColony.org).

The next series of CQA classes will begin 9/29/15. The next CMQOE will begin 12/14/15.

Programs Nothing new to report. No dinner meetings are scheduled for September through December. Instead, members will attend the Leadership training sessions described above and on the Section website. These sessions are free to all Section members.

Scholarship Member awards monies need to be posted as “potential liability” on the Section financial sheet until used.

Cert/Recert 13 have signed up for the certification exams scheduled for October 3. Also, the next 4 exam dates have been contracted.

Website The Leadership Training details are posted on the Section website. The information on coming certification examinations will be posted soon.

VOC Nothing new to report.

NEQC Nothing new to report.

Nominations The following nominations were made at the August BOD meeting and are repeated here:

Chair	Joe Hanley
Treasurer	Sue Ribiero
Secretary	Ron Field.

Student Section No report.

New Business Gerry Quinn confirmed he will retire from the Section Board of Directors effective 12/31/15. The following positions will require new appointees:

1. Certification Chair
2. Scholarship Chair
3. Nominations Chair
4. Student Section Chair.

Next Meeting Wed, October 7, 6:00pm, Good Days restaurant.

Note: The BOD needs to address Action Items from our meeting with Kemi.

October Minutes 2015

Location Good Days – West Bridgewater MA

Date & Time Wednesday Oct 7 6:00 PM – 8:00 PM

Attendees Joe Hanley Jean Patton Monica Morrissey Gerry Quinn Rochelle Jones
Marc LeClair Ron Field

Absentees Dan Bowman Aaron Jones Sue Ribeiro

DISCUSSION ITEMS

Secretary September minutes were approved with comments.

Chairperson Nothing new to report.

Treasurer As of 10/7/15, the balance in the Section checking account is \$18,884.84.

Membership New 4
Unpaid 28
Total 186

Education The CMQOE Exam prep course ended 10/5/15. 11 students attended. Thanks to Ron Field for coordinating. (The CITRIX account for GOTOWEBINAR is shut down and will need to be restarted for the next series of classes scheduled to begin 12/14/15. National has posted this on their calendar, and Rochelle will start the usual e-mail blasts.)

The CQA classes scheduled for Sep/Oct have been canceled as not enough students registered. The next CQA offering will be in March.

The Section Leadership Training commenced 10/5/15. There will be 4 more sessions, on 10/19, 10/26, 11/2, and 11/9.

Programs No dinner meetings have been scheduled for September through December. Instead, members will attend the Leadership Training at Sachem Rock in East Bridgewater.

Jean is working on a speaker for Jan, and Computer Fraud was suggested as a meeting topic for Feb.

Scholarship \$3,000 was proposed for Section scholarships as follows:

- \$2,000 college scholarship
- \$500 quality study for job enhancement
- \$500 for an ASQ certification exam prep course.

Approved by BOD with comments, 11/4/15

Cert/recert 13 registered for the certification exams scheduled for 10/3. Two dropped out, and there were 3 no shows.

The next 3 exam dates have been contracted.

A problem has arisen at National. Instructions for certification exams contain an error regarding reference material for exams. Gerry Quinn is following the issue.

Website No report.

VOC Our first (free of charge) session (of 5) on Leadership Training for members took place on Monday 10/5 at the Sachem Center in East Bridgewater from 6 PM to 7 PM. 29 out of 45 registered people participated in this event. Rochelle considered this a big success. We received a lot of positive feedback from participants.

Rochelle proposed we offer an "after the event skills practice" for 30-60 min or so. This started Oct 26.

NEQC Region 1 Member Leader Training is scheduled for November 14 at Southern New Hampshire University in Manchester. The agenda is:

1. Review of elected positions, roles and responsibilities, and
2. Review of the 2016 Strategic Plan and Budget.

For details and to register, go to

https://asq.co1.qualtrics.com/jfe/form/SV_8HD7EzNDuwtgho1.

Nominations Section voting on the officer nominations for 2016 is due 11/9/15. The nominations are:

Chair Joe Hanley

Treasurer Sue Ribeiro

Secretary Ron Field

Student Section No report. Joe wants to make another visit to Dartmouth to talk with BK. Gerry will also go.

New Business Gerry Quinn confirmed he will retire from the Section BOD effective 12/31/15. He plans on also dropping his ASQ membership. A motion was made for the BOD to pay Gerry's dues for 2016-2017 in order that he might complete his current duties and be available for an effective turnover to his replacement. Attention should be paid to the following activities: Certification, Scholarship, Nominations, Student Section. Note that the next series of certification exams is scheduled for December 5.

It was proposed that Olde Colony Section adopt a new mode of operation, focusing on free seminars like the Leadership Training. A goal of 30+ attendees per seminar was proposed. The BOD plans on further discussion of this proposal next month, to include:

- What is the plan

Approved by BOD with comments, 11/4/15

- Where will seminars be held
- Who will lead.

Action Item – Assign a Communications Chair to establish a tool for communicating section business/news to the membership. An electronic newsletter or similar device was recommended. Marc LeClair volunteered.

Next Meeting Wednesday, December 2, 6:00 PM, Good Days Restaurant

November Minutes 2015

Location Good Days – West Bridgewater MA

Date & Time Wednesday Nov 4 6:00 PM – 7:40 PM

Attendees Joe Hanley Monica Morrissey Gerry Quinn
Ron Field Dan Bowman Sue Ribeiro

Absentees Aaron Jones Jean Patton Rochelle Jones
Marc LeClair

DISCUSSION ITEMS

Secretary October minutes were approved with comments.

Chairperson Nothing new to report.

Treasurer As of 11/4/15, the balance in the Section checking account is \$18,321.35.

Membership New 1
Unpaid 27
Total 180

Education Section Leadership Training was completed November 9.

The next CMQOE Exam prep course starts 12/14/15. (The CITRIX account for GOTOWEBINAR is shut down and will need to be restarted for the next series of classes. National has posted this start date on their calendar, and Rochelle will start the usual e-mail blasts.)

The next CQA offering will be in March.

Programs No dinner meetings have been scheduled for September through December, to accommodate the Leadership Training at Sachem Rock in East Bridgewater.

Jean is working on a speaker for Jan, and Computer Fraud was suggested as a meeting topic for Feb.

Scholarship Nothing new to report.

Cert/recert No recertifications have been submitted since October. The next exams are December 5. 3 CQA, 11 CQE (including 4 for the second time) and 2 Green Belts have registered.

The next 3 exam dates have been contracted.

Gerry Quinn is following the problem with ASQ's reference material for certification exams. Per GQ, National has changed the exam instructions on their website.

Website Gerry Quinn sent to BOD members the procedure for maintaining the Section website. This will be discussed at the December BOD meeting (12/2/15).

VOC Nothing new to report.

NEQC Region 1 Member Leader Training was held November 14 at Southern New Hampshire University in Manchester. The agenda was:

1. Review of elected positions, roles and responsibilities, and
2. Review of the 2016 Strategic Plan and Budget.

For details contact Ron Field, or go to <http://neqc.org/>.

Nominations Nominations for Section elections were requested of members in October. No additional nominations were received. The BOD therefore directed the Secretary to hold the election on 11/9/15, and to cast one vote (for the entire Section) for:

Chair Joe Hanley

Treasurer Sue Ribeiro

Secretary Ron Field.

The elections were completed satisfactorily.

Student Section No report. Joe wants to make another visit to Dartmouth to talk with BK. Gerry will also go.

New Business Gerry Quinn confirmed he will retire from the Section BOD effective 12/31/15. He plans on also dropping his ASQ membership. A motion was made for the BOD to pay Gerry's dues for 2016-2017 in order that he might complete his current duties and be available for an effective turnover to his replacement. Attention should be paid to the following activities: Certification, Scholarship, Nominations, Student Section. Note that the next series of certification exams is scheduled for December 5. Proctors will be needed. Note that Monica volunteered to proctor the March exams.

It was proposed that Olde Colony Section adopt a new mode of operation, focusing on free seminars like the Leadership Training. A goal of 30+ attendees per seminar was proposed. The BOD plans on further discussion of this proposal next month, to include:

- What is the plan
- Where will seminars be held
- Who will lead.

APPROVED 12/2/15 BY BOD
Ron Field, Secretary

Action Item – Assign a Communications Chair to establish a tool for communicating section business/news to the membership. An electronic newsletter or similar device was recommended. Marc LeClair volunteered.

Next Meeting Wednesday, December 2, 6:00 PM, Good Days Restaurant