

## January 2012 Minutes

**Location:** Scarlet Oak Tavern Hingham Ma

**Date/Time:** 6:08 – 7:59

**Attendees:** Monica Morrissey (Chair)      Gerry Quinn      Aaron Jones      Jean Patton  
Rose Perry      Ron Field      Joe Hanley

**Absent:** Rochelle Jones      Dave Gaugler

### Discussion Items:

**Secretary:** December minutes accepted with a structural revision.

**Chairperson:** No report

**Treasurer**      The “B” term books have been closed. The audit of these books is slated for January 15, 2012. Results will be submitted to National by February 15, 2012. In the future the fiscal year will run between July 1<sup>st</sup> and June 30<sup>th</sup>.

**Membership:** Monica noted that the Flat Iron Café has been closed on Wednesday nights. After a short discussion it was agreed that we would use the Scarlet Oak Tavern for monthly E-Board meetings. The first Wednesday of the month will continue to be the meeting time.

**Education:** The CMQOE course has started with only four (4) students. At the time of this meeting four sessions had already been completed.

**Programs:** As mentioned in the last meeting Speakers have been secured until April. Jean is advertising in the newsletter for speakers for April And May

There is a possibility that a tour of the Pilgrim Nuclear plant could be arranged. If so it would be limited to ten (10) members. Those ten would have to submit their name, address, proof of citizenship and a government approved photo I.D. prior to the tour. Jean will advertise for applicants if the tour is approved by Pilgrim.

**Scholarship:** A lengthy discussion was held concerning :

- 1) Should we fund a scholarship this year
- 2) If so, how much should we fund it for
- 3) Should we expand the scope of the fund beyond its current limits

The conclusions reached were that yes, we should fund the scholarship program, and that it will be funded to the same extent as last year which is a max of \$5,000 given to five (5) applicants. The body also agreed to expand the program to include nieces and nephews of members in good standing who have been members for at least two (2) years. Gerry will revise the policy to reflect this latter change.

**Nomination:** A Nominating Committee was named by Monica. It consisted of Rose as Chair and Gerry and Ron as members. After some discussion they selected the following slate for the 2012 – 2013 fiscal year:

Jean Patton – Chair  
Monica Morrissey – Chair-Elect  
Aaron Jones – Treasurer  
Joe Hanley – Secretary

**Newsletter:** The January Newsletter has been mailed and all attendees confirmed that they had received it.

**Cert/Recert:** Gerry noted that he is awaiting data to recertify four (4) members. He noted that one of the four has all but used up the six month grace period that National allows and some of the data submitted by the member was insufficient. As a result the member risked being decertified if he could not supply approved documents by the end of the six month grace period.

**Website:** The website is up to date and was confirmed by several of the attendees.

**QMP Timeline:** All required business required by National is up to date.

**New Business:** All new business was handled within the normal business meeting and is covered within the minutes of each chair's activity.

**Action Items:**

Author a procedure to conduct two (2) audits per fiscal year

Actionee: Aaron Jones

Revise the current scholarship policy to include nieces and nephews

Actionee Gerry Quinn

Clarify the December Minutes

Actionee Joe Hanley

**Next Meeting**

February 1, 2012 6:00 P.M. Scarlet Oak Tavern Hingham Ma

**February 2012 Minutes**

**Location:** Scarlet Oak Tavern Hingham Ma

**Date/Time:** 6:24 – 8:05

**Attendees:** Monica Morrissey Aaron Jones Jean Patton Rose Perry  
Ron Field

**Absent:** Rochelle Jones Dave Gaugler Joe Hanley Gerry Quinn

**Discussion Items:**

**Secretary:** January minutes accepted with revisions.

**Chairperson:** Nothing new to report.

Treasurer: Presented audit and financial reports. The audit had 2 minor findings. The audit procedure has been created. Motion to accept procedure with revisions and post it to the web – accepted.

Membership: February numbers not available at this time. There was a decline from December to January though. National had “issues” in the December-January time frame. It appears that there are only 4 files now instead of the 11 (3 of which were duplicates anyway).

Education: Only 1-2 students signed up for the CQE and the CQA. Rochelle will be sending an announcement to the section and other section chairs shortly.

Programs: Tony is willing to do May and the Nuclear plant is scheduled for June.

Scholarship: Scholarship is up for email vote and will be posted to the web upon acceptance.

Nomination: See new business.

Newsletter: 2 postings for positions, one has the potential to be recurring.

Cert/Recert: No report.

Website: No report.

VOC: Nothing new to report.

NEQC Rep: Nothing new to report.

QMP Timeline: All required business required by National is up to date.

**New Business:** Ron has agreed to become the arrangements chair. Dave will give him access to the programs email address.

**Action Items:**

Ron –confirm plant tour

Gerry – resend scholarship for email vote then forward to Dave for posting to the web.

Monica/Rose – give templates to Ron for next dinner meeting

Next Meeting: March 7, 2012 6:00 P.M. TBD

\*Provisional only – National has not created one for this year yet.

<b>QMP Timeline</b>			
<b>Due Date</b>	<b>QMP Level</b>	<b>Applies to:</b>	<b>Required Activity</b>
May 20	<b>Level 1</b> Member Unit Basics	Sections and Divisions	Officer list due to Member Unit Leadership Committee, Regional Director for Sections, and QMP Committee Representative for Divisions, and <a href="mailto:qmp@asq.org">qmp@asq.org</a> The following positions are required: <ul style="list-style-type: none"> <li>• Chair, Treasurer, Secretary (also Chair-elect for divisions)</li> <li>• Audit Chair, Membership Chair, Nominating Chair</li> </ul>
June 30	<b>Level 2</b> Planning	Divisions	Submit <b>2011-2012</b> Annual Business Plan & Budget to <a href="mailto:qmp@asq.org">qmp@asq.org</a> and Division Leadership Committee. Plan template is included on pages 12-13 and can also be found on the Member leader Community of Practice at <a href="http://www.asq.org">www.asq.org</a> .
August 15	<b>Level 1</b> Member Unit Basics	Sections and Divisions	Sections: Submit completed audited annual financial report from the <b>previous year 2010-11</b> to ASQ Financial Management – <a href="mailto:finmgteam@asq.org">finmgteam@asq.org</a> . Divisions: Submit signed audit certificate to their ASQ Administrator and <a href="mailto:qmp@asq.org">qmp@asq.org</a> .
September 1	<b>Level 3</b> Total Quality /J.S. McDermond Total Quality	Sections and Divisions	If your Member Unit achieved Level 1 Basics and Level 2 Planning, your Member Unit is eligible for Total Quality. Submit previous year <b>2010-11</b> Annual Business Plan with results <b>and</b> cover letter verifying that

			75% of goals have been met. Send to <a href="mailto:qmp@asq.org">qmp@asq.org</a> , Member Unit Leadership Committee, and Regional Director for Sections.
October 1	<b>Level 2</b> Planning	Sections	Submit <b>2011-12</b> Annual Business Plan & Budget to <a href="mailto:qmp@asq.org">qmp@asq.org</a> , Section Leadership Committee and Regional Director. Plan templates are included on Pages 12-14 and can also be found on the Member leader Community of Practice at <a href="http://www.asq.org">www.asq.org</a> .
May	Member Unit Performance	Sections and Divisions	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.

### March 2012 Minutes

**Location:** Good Days - West Bridgewater, MA

**Date/Time:** 03/07/12 6:00 – 7:10

**Attendees:** Monica Morrissey      Jean Patton      Rose Perry      Gerry Quinn  
Ron Field      Rochelle Jones      Joe Hanley

**Absent:** Aaron Jones      Dave Gaugler

**Discussion Items:**

Secretary: February minutes accepted as written.

Chairperson: Computer reports from National currently are difficult to obtain since it appears that National is experiencing difficulty computer wise.  
Section member Courtney Coyle attended the meeting.  
The February speakers from the Massachusetts DPU expressed the comment that they were impressed with the quality of the questions asked during their presentation.

Treasurer: No report.

Membership: As of February, the section membership stood at 184 paid members.

Education: The proposed CQE course has been canceled due to a lack of students.

The Education Chair reported that she received a request from a manager in Ohio for 5 student applications which she sent. When the applications are received back it will mean that the CQA course will have 8 students, enough to allow the course to proceed.

**Programs:** Tony will speak in March. His topic, "Alligators or Eagles". Ramona Krogman will be the featured speaker at the April meeting who will speak on "Quality and Marketing". Tony is again scheduled to address the members in May. His topic has not been announced as these minutes are written. June will have a tour of the Pilgrim Nuclear plant. Since this tour will be conducted on the afternoon of the 20<sup>th</sup> of June, the question was raised if we should have an evening meeting. The Secretary will try and get a speaker for that occasion.

**Scholarship:** Changes to the scholarship rules have been approved, therefore, the Scholarship Chair will see that the updated scholarship rules are posted on the website and printed in the newsletter.  
Gerry, Rochelle, Monica and Jean all agreed to act as judges for the student submittals for the scholarship.

**Nomination:** No report.

**Newsletter:** The March newsletter has been sent and received by E-Board members and assumingly by the membership.

**Cert/Recert:** There were no recertifications performed during the month. There was a certification exam conducted for 2 applicants. There was also one no show.

**Website:** No report.

**VOC:** Nothing new to report.

**NEQC Rep:** NEQC has posted on their website regarding an upcoming conference.

**QMP Timeline:** All required business required by National is up to date.

**New Business:** No new business brought before the board.

**Action Items:**

Try to obtain a June speaker  
Actionee – Joe Hanley

Send updated scholarship rules to Dave for posting on the web and to Jean for mention in the newsletter.  
Actionee – Gerry Quinn

**Next Meeting: Good Days West Bridgewater April 4, 2012**

\*Provisional only – National has not created one for this year yet.

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<b>Due Date</b>	<b>QMP Level</b>	<b>Applies to:</b>	<b>Required Activity</b>
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			75% of goals have been met. Send to <a href="mailto:qmp@asq.org">qmp@asq.org</a> , Member Unit Leadership Committee, and Regional Director for Sections.
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May	Member Unit Performance	Sections and Divisions	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 2012 Minutes

**Location:** Good Days Bridgewater Ma.

**Date/Time:** 04/04/12 6:01 – 7:06

**Attendees:** Monica Morrissey (Chair) Jean Patton Rose Perry Joe Hanley  
Gerry Quinn Rochelle Jones Dave Gaugler Ron Field

**Absentees:** Aaron Jones

**Discussion Items:**

**Secretary** March minutes were accepted as written.

**Chairperson** The Chair presented Rochelle with a plaque for her contribution and hard work in developing the Education program to the point where it stands today.

**Treasurer** National audited the Section's financials and found them to be very satisfactory.

**Membership** March figures as received form National show that the Section has 19 members with 4 new members on the rolls.

<b>Education</b>	<p>The CQA course is in process with 9 students.</p> <p>There is a possibility that the Section may offer a “Lean Six Sigma” course in the Fall. P J will gather the necessary information and review it with the Education Chair. If everything is Ok P J would teach the course</p> <p>Rochelle has been asked if she would go to National in July to review the CMQE. he is planning to go.</p>
<b>Programs</b>	<p>We are all set for speakers for the rest of the year with the exception of May. The suggestion was made to contact Lee and see if he would be interested in discussing “Geometric Dimensional Tolerancing (GDT) for the May Monthly meeting.</p>
<b>Scholarship</b>	<p>The changes to the scholarship by-laws have been made and have been inputted to both the website and the newsletter.</p>
<b>Newsletter</b>	<p>The latest edition of the newsletter will be printed by Friday, (04/06/12) and will be mailed on the following Monday (04/09/12).</p>
<b>Cert/Recert</b>	<p>There was one recertification during the month and that was performed by National since the recert was for the Recertification Chair.</p>
<b>Website</b>	<p>The chair needs the front page of the newsletter announcing the April speaker to bring the website up to date. Jean said the she would send it immediately.</p>
<b>VOC</b>	<p>Rose received an e-mail inviting her to a VOC forum. She will do more investigation into the source and then decide to attend, or not.</p>
<b>NEQC Rep</b>	<p>As reported last month NEQC is advertising the upcoming conference on their website.</p>
<b>QMP Timeline</b>	<p>All required business required by National is up to date. By the 15<sup>th</sup> of May the new E-Board membership has to be reported to National and the Regional Director.</p>
<b>New Business</b>	<p>There was a discussion regarding the menu for the monthly meetings, specifically if they should be changed. A meeting was held with the management of the Good Days Restaurant and the</p>

Chair Elect, the Program Chair and the Secretary. Good Days management we very accommodating and offered several voices and options we might consider. More will be decided at future meetings.

It was announced that Jim Shore is the new Regional Director.

**Action Items** Obtain the Waterfire schedule for distribution to the E-Board to consider for the Summer brake-up dinner.

Actionee Joe Hanley

**Next Meeting** **Good Days Bridgewater** **May 2, 2012 6:00 P.M.**

### May 2012 Minutes

**Location:** Good Days - West Bridgewater, MA

**Date/Time:** 05/02/12 6:09 – 7:47

**Attendees:** Monica Morrissey Jean Patton Rose Perry Gerry Quinn  
Ron Field Rochelle Jones Aaron Jones

**Absent:** Dave Gaugler Joe Hanley

#### Discussion Items:

**Secretary:** April minutes accepted as written with addition of Ron Field's name to the attendees.

**Chairperson:** Rose has decided to leave the board at the end of the term. We would like to thank her for her years of service.

**Treasurer:** Jean filled in for Rochelle during one of the CQA webinars and should be compensated for her time. There needs to be a Subcontractor Agreement. Aaron has created an authorizing document including the 1099 status.

National has audited our books. They required additional documentation for Aaron's payment as webinar coordinator. When payments are made to board members, it should be reflected in the minutes and include additional signature approvals. This includes payments such as memorial/get well flowers, special award purchases and webinar coordinator payments.

There were 3 items that we did not have receipts for (1 has since been provided and the other 2 were debit purchases for memorial/get well

items.) Aaron reviewed with the board the need to have a receipt/invoice for each purchase made by the section.

We are still on a July – June budget even though fiscal reporting is January – December.

The section's current loss FYTD is over \$9000, we had budgeted a loss of \$6000. The factors that contributed to this were:

- Scholarship checks were paid in August for the previous year's budgeted amount.
- Most of our membership renews in June annually.
- The Section's LTI (Long Term Investment) has had significant swings in value each month and is overall at a loss.
- The section did not receive payment from National in February or August of last year. Aaron will try to follow up with National on the cause.

The actual account balance is \$11K not including the approximately \$6K in CD's.

Treasury records are available for viewing anytime by members.

**Membership:** As of May 08, the section membership stood at 197 paid members. There were 5 new and 18 unpaid members.

**Education:** CQA Class #6 is complete. The course is going well. Rochelle has observed that Tony continues to add material to his presentations and is doing a phenomenal job.

Programs: Jean went to Boscon and made a few contacts for fall speakers. Tom Gray, Ton Demarinis and Jim Shore are all willing to speak. We are well underway for filling next year's schedule.

Scholarship: Only 1 submitted as of May 16, 2012.

Nomination: Nothing new to report.

Newsletter: The latest edition is going to print by Friday. Be sure to mention that the Pilgrim tour forms will be coming soon. Advertise for the next CMQOE class and also the VOC chair opening.

Cert/Recert: There were no recertifications performed during the month. The next exam is June 2, 2012 and Gerry has no idea on the number of students yet.

Website: No report.

Misc. Exp.: *Miscellaneous Expenses* is a new category designed to capture atypical transactions such as special awards or memorial gifts purchased on behalf of the section. This is a result of the Treasurer's discussion above.

VOC: Rose is leaving at the end of the term. The position is now "open".

NEQC Rep: Nothing new to report.

QMP Timeline: All required business required by National is up to date.

**New**

**Business:** No new business brought before the board that was not discussed above.

**Action Items:**

Aaron give subcontractor agreement to all  
email treasurer reports monthly, as opposed to printing copies

Gerry send Section Operating Agreement to Dave for posting on the website

Dave scholarship application has an effective date of "TBD"  
update "triangles" on the website

Rochelle send CMQOE advertising to Jean for the newsletter

Rose send a brief VOC position description to Jean for the newsletter

**Must plan/approve budget and plan at June meeting!**

**Next Meeting: Good Days West Bridgewater June 6, 2012**

\*Provisional only – National has not created one for this year yet.

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### September 2012 Minutes

**Location:** Good Days Restaurant Bridgewater Ma

**Date/Time:** August 1, 2012 6:04 – 7:10

**Attendees:** Jean Patton (Chair) Monica Morrissey Gerry Quinn  
Rochelle Jones Dave Gaugler Marcia Weeden  
Joe Hanley

**Absent:** Aaron Jones Ron Field

#### Discussion Items

**Secretary:** June minutes were accepted as written. Secretary stated he tried to contact Dr Rai UMass Darmouth to explain the Dr's views on starting a Student Section, but Dr Rai could not be reached.

**Chairperson;** Marcia Weeden attended the meeting and stated that she would assume the chair of the Voice of the Consumer post.

**Treasurer:** There was no formal report by the Treasurer, it was stated the Audit Committee had completed their report and it was to be

approved by the membership on August 6<sup>th</sup> at a meeting at the Treasurer's house.

- Membership:** July membership for the Section stood at 198. There were 3 new members and 15 members were unpaid.
- Education:** The next CMQ course is slated to start on July 30<sup>th</sup>: likewise, The instructor for the CQE is ready to begin on that course slated to begin August 11<sup>th</sup>.
- Programs:** Speakers have been secured for November with Tom Gray as the speaker, January's speaker is and will speak in March. As of this meeting no speakers have been acquired for September or October although several potential speakers were tossed around.
- Ron is trying to reschedule the tour of the Pilgrim Nuclear facility for June of 2013,
- Scholarship:** Scholarship monies have been paid to the winners.
- Gerry stated that he had received two thank you notes.
- Newsletter:** September's newsletter will be posted by August 31<sup>st</sup>, information is still being gathered for inclusion into it.
- Cert/Recert:** There was no movement during the summer hiatus.
- Website:** Here again there was nothing to report.
- VOC:** A new Chair has taken this position and had nothing to report.
- NEQC:** No report

### **New Business**

The annual Outing to thank wives and husbands of e-board members will be held on September 29<sup>th</sup> in Providence to eat at the Café Nuovo and participate in the Waterfire event of that evening.

### **Action Items**

Send Rose's VOC notes to Marcia for review  
Actionee: Monica/ Jean                      Action Date 08/31/2

Determine attendees for the outing and e-mail that number to Joe.





Aaron sent e-mails to Ocean Spray requesting clarification on the status of employees tacitly promised to attend a CQT course. He has received no response

There was a spirited discussion regarding how the Section could use the webinar once interests dies in certification courses. No conclusions were reached but several possibilities will be clarified an explored in the near future.

**Programs**

The Chair noted that except for the months of February and May the speakers for the year are set. Locked in speakers are as follows:

Sameer Jaswal	01/16/13
Open	02/20/13
Pat Wardwell	03/20/13
Juran Institute	04/17/13
Open	05/15/13
Pilgrim Tour	06/13/13

**Scholarship**

No Report.

**Newsletter**

The latest edition of the newsletter has been mailed. The revised monthly meeting date is prominently noted.

**Cert/Recert**

No Report.

**Website**

The Treasurer mentioned that he has not received a bill from the domain and was questioning why.

**VOC**

No Report..

**NEQC Rep**

The NEQC Rep mentioned that he attended the NEQC seminar in Mansfield and that it had a big turnout. By and large he noted that the majority of speakers were very poor.

**New Business**

No new business was discussed, although the aforementioned Webinar discussion will produce some action.

**Action Items**

Check with other professional societies in the area to see if they would be interested in having a joint meeting in May

Actionee      Joe Hanley

**Next Meeting**

**Good Days Bridgewater**

**December 5, 6:00 P.M.**

**December 2012 Minutes**

**Location:** Good Days Bridgewater Ma.

**Date/Time:** 12/5/12 6:04 P.M. -7:47 P.M.

**Attendees** Monica Morrissey Jean Patton (Chair) Aaron Jones  
Rochelle Jones Ron Field Marcia Weeden  
Joe Hanley

**Absentees** Gerry Quinn Dave Gaugler

**Discussion Items**

**Secretary** November minutes were accepted as written.

**Chairperson** The November conference call with other sections in New England was cancelled due to an illness of the N.E Rep. If the meeting is to be held in December the chair will extend an invitation via e-mail to all, e-board members to attend

**Treasurer** In follow up from last month's meeting, the Treasurer noted the Section's balances for accounts as of 11/30/2012:

Pay pal	\$1818.47
Bank	\$2001.01
CD1	\$3110.15
CD2	\$3109.35
Investment	\$26,593.59

The domain bill was paid \$160.00 thru November of 2013 on 11/27/2012. The fee seemed high to the Treasurer who was not expecting the bill. The bill was presented to the board for review and acknowledgement. Those in attendance initialed and dated the bill to confirm receipt and payment only. The Section Chair stated that she would contact them and determine why the cost was high and what was included in the price.

Citrix, our webinar provider, is also charging the Section \$144.19 per month. That bill was presented to the Education Chair for the usual monthly audit. Since we have no courses planned for the

next several months, there was talk about investigating if Citrix could put the section's account on a hiatus where we would not pay the monthly fee until we needed their services again.

The Treasurer also reported he received contact via the Section Chair that Jim Shore had noted the Section's quarterly financial reporting was not posted on ASQ's site. The Treasurer followed up with both Jim Shore and ASQ National indicating reports had been submitted, and even emailed all copies of relevant statement as proof of compliance. Finally, the Treasurer noted there was no known disruption of monthly section allotments.

The Treasurer presented to the entire board a copy of the full financials (pink pages) including:

- The accruals to date against budget.
- All PayPal Activity since July 1.
- The full Section Checkbook register.

These same documents were emailed to the entire board just prior to the meeting and as always are available at any time to any member. The Treasurer did make the notation the Scholarships at last years' level is underfunded without converting CD's into the checking account.

The Treasurer reported that December 15, 2012 will be the closeout day for bills for this year. Please have all check requests, etc. submitted by that time and all checks issued cashed by December 26, 2012. The PayPal transfer is planned for on or about December 26, 2012. This will zero out the account and move all funds into the checking account before year end.

The audit will be held sometime in mid-January. Denise Robitaille has been again asked to return as Audit Chair. Karen Taylor has also been asked to return and participate, she will let us know. Any members interested in attending are asked to contact the Treasurer.

## **Membership**

December figures as received from National show that the Section has 196 members with 3 new members on the rolls, one of which is a student, and 24 unpaid members.

Aaron reached out to 21 new members who had not been previously contacted. Of these 16 were sent e-mails because he did not have their addresses, the remaining five were sent the customary post cards.

## **Education**

The CMQOE class was cancelled due to a lack of interest.

The Education Chair has been contacted by several Education Chairs from other sections throughout the country who show an interest in how the Section conducts our Education Program. This created a discussion on several front dealing with:

- A) How much did the Section wish to detail to other Sections ?
- B) Why are our webinar courses no longer popular? The Instructor believes it is due to competition from National ,whereas the Education Chair believes it is due to economic conditions.
- C) Should the Education Chair act as a Webinar Administrator where the outside Section would provide the instructor and Olde Colony would provide the administration of the course for a fee

The Education Chair contacted Demetri as a possible May speaker. She also contacted Citrix, our webinar provider, asking about a monthly increase and queering the possibility of a temporary suspension of webinar services since no new classes have been offered. As of these minutes she has not received any replies from either party.

**Programs**

The Chair noted that except for the months of February and May the speakers for the year are set. Locked in speakers are as follows:

Sameer Jaswal	01/16/13
Open	02/20/13
Pat Wardwell	03/20/13
Juran Institute	04/17/13
Open	05/15/13
Pilgrim Tour	06/13/13

**Scholarship**

No Report.

**Newsletter**

There will be no December newsletter because of no monthly meeting and a lack of other news. The newsletter will continue in January.

**Cert/Recert**

No Report.

**Website**

No Report

**VOC**

The VOC Chair questioned if we should move the monthly meeting location. Several E-Board members provided her with

their input when they investigated the same area in the past. In summary Attendance is confined to the same attendees from month to month. Meeting location does not affect attendance. Also budgetary restrictions eliminate many restaurants from being interested in hosting our monthly meetings.

**NEQC Rep** Jay Patel has posted conference notes on the NEQWC web site

**New Business** Scholarship needs to be discussed in January.

**Action Items** Check with other professional societies in the area to see if they would be interested in having a joint meeting in May

Actionee Joe Hanley

Develop a cost for the Education Chair to act as a Webinar Administrator

Actionee Aaron Jones Rochelle Jones

Chair Elect to contct the domain to determine services that are provided within the contract.

Actionee Jean Patton

**Next Meeting** **Good Days Bridgewater** **January 2, 2013 6:00 P.M.**