

## January Minutes

Date/Time: January 7, 2003 6:12 -8:02

Location: Lozerzo's Middleboro Ma.

Attendees: Arnie Greenbaum (Chair) Dave Hicks Gerry Quinn  
Dave Gaugler George McBride Joe Hanley Chet Lizak  
Roger Berg Bill Dansereau Dick Anderson Liz Johnson

Absent Paul Loonie Gay Vilagie Bill Warfield

### Discussion Items:

Joe Hanley **Secretary's Report** The December Secretary's report was accepted without correction on a unanimous vote.

Paul Loonie **Treasurer's Report** No report

Gay Viagie **Auditor's Report** *The report was issued via e-mail from Gay Vilagie.* The financial audit has not started because no information has been received from the Treasurer.

Chet Lizak  
Roger Berg

**Education Report** Roger and Chet have agreed to co chair the Education Committee. A sub-committee meeting was held at Extrusion Technology on December 17<sup>th</sup>. It was determined that Jim would conduct two certification courses in the Spring. CQA & CQE being the two courses selected (*Minutes of the meeting are attached*). Jim is having trouble getting the Education website up and running. Bill requested Roger and Chet to review the spreadsheet that George McBride initiated a few years ago to see if there was any "fluff" in it that could be removed to make courses less costly for students. There will be an educational sub-committee meeting on January 28<sup>th</sup> at 6:00PM at Extrusion Technology.

Bill Dansereau **Arrangements Report** January's meeting is all set. It will be held at the Yangtze Restaurant in West Bridgewater. Because of a scheduling conflict by the speaker the meeting date has been changed to the 22<sup>nd</sup>. February's meeting is scheduled for Ann's Place in Norton.

Dave Hicks **Newsletter Report** The January newsletter has been mailed to all recipients. There is an error in the meeting date noted in the newsletter because of the above mentioned scheduling conflict. Dave is notifying regular attendees of the new date.

Gerry Quinn **Certification Report** There was nothing to report on the revision to the By-laws. Gerry received 7 applications for re-certification – 3 of these arrived on the very last day before certification expired. One of the applications was denied because of insufficient documentation. In general Gerry was upset in that documentation is very lax. He is preparing a blurb to appear in the newsletter on documentation requirements for recertification.

George McBride **SMP Report** Last year the e-board documented a business plan that listed specific goals for each Chair. George requested that this year's chairs inform him on the success of meeting those goals. He also has to submit to National a list of the various officers the Section employed during the 2002/2003 fiscal year. Dick Anderson developed a spread sheet that George can use to meet this latter requirement.

Liz Johnson **Membership Report** The months of December and January each saw 2 new members join the Section. Liz also requested that we notify members that they have the option of not receiving e-mail from the Section. They must notify an e-board member if they want to exercise this option. It sparked a discussion that members have periodically been notified of this option and some have exercised it.

Dick Anderson **Historian's Report** During the month Dick authored a spreadsheet of the various members who have held chairs in the Section since its inception. A copy was e-mailed to all chairs. Dave Gaugler was asked to put it on the web-site. Dick is also in the process of developing a history of the Section.

**New Business:**

- 1) Roger and Chet agreed to become co chairs of the Education Committee.
- 2) The question was raised on whether or not the student section should be disbanded. After much discussion a consensus was agreed to that would let Chet talk to the administration at U Mass Dartmouth. After those discussions Chet would come back with a recommendation to the e-board.
- 3) A Nominating Committee was elected with Dave Hicks as chair. The committee will present to the membership a slate of officers for the 2003/2004 fiscal year by February. Members will be asked to vote on this slate at the March meeting.

**Action Items:**

- 1) Report on the achievement of the 2002/2003 Business Plan.  
Actionee: All Chairs
- 2) Review the education cost spreadsheet for currentness.  
Actionee: Roger & Chet
- 3) Present the auditor with current financial records for auditing  
Actionee: Paul Loonie
- 4) Report on the progress of Jay Patel's speaker's list.  
Actionee: Dave Hicks
- 5) Provide Bill D with contact information on Steve Andrad as a possible future speaker.  
Actionee: Gerry Quinn

## February Minutes

Date/Time: February 3, 2003 6:05 – 8:13 PM

Location: Lorenzo's Restraunt Middleboro Ma

Attendees: Arnie Greenbaum (Chair) Dave Hicks Gerry Quinn Dave Gaugler  
George McBride Joe Hanley Chet Lizak Roger Berg  
Bill Dansereau Liz Johnson Gay Vilagie Lee Thompson

Absent: Paul Loonie Dick Anderson Bill Warfield

### Discussion Items:

Joe Hanley **Secretary's Report** January's report was accepted without correction on a unanimous vote.

Paul Loonie **Treasurer's Report** No report.

Gay Vilagie **Auditor's Report** The financial audit has not started. Gay is still waiting for financial data from Paul.

Chet Lizak **Education Report** Chet discussed the Student Section with officials from U Mass – Dartmouth. They would like to keep the decision to continue with the section, or not, on hold for the time being.  
There is still no information posted on the Education website. Chet and Roger are due to meet with Jim on 2/5/03 and discuss the lack of performance on Jim's part among other matters.  
The CQE is due to start on 3/13/03 and CQA is due for a 3/15/03. Instructors have been acquires although sites for both have yet to be determined.

Bill Dansereau **Arrangements Report** January's meeting showed a profit of \$10.00 with a population of 49 members attending. February's meeting will be held on the 18<sup>th</sup> at Ann's Place in Norton. March's meeting will be held at Lorenzo's in Middleboro. Paul Copozzi is scheduled to be the principal speaker. April's meeting. Bill requested all to suggest names for next fiscal year's dinner schedule.

Liz Johnson **Membership Report** Liz presented graphical data to the attendees showing that as of this meeting there were 284 members in the section, 214 of them are males and 70 are women. Additionally, 99 members have been in the society for 5 years, 97 have 2 or less years membership in the society. Ninety-nine members hold 146 certifications. CQA boasts 43 members and is the certification most members hold, followed by CQE with 40 members. As of this meeting there are approximately 80 unpaid members.

Gerry Quinn **Certification Report** Gerry has yet to receive any information, including the names of members taking the examinations, from National for the March 1<sup>st</sup> certification exams.

George McBride **SMP** George has received up dates to the last years business plan from Gerry and Bill. He requested that the other chairs submit their updates to him so that he can submit that portion of the SMP to National.

Dave Hicks **Newsletter** Dave was laid off during the month, as a consequence he wrote the February newsletter using his home computer. Since he does not have Adobe Writer on the home computer it is going to present problems getting future editions to the printer. No action was taken to have Dave acquire the needed Adobe software. Dave received three checks from advertisers and these will be forwarded to Paul Loonie. Dave also mentioned that he was planning to increase advertising cost next year to more realistically cover the cost of printing and mailing the newsletter. Dave did not present any schedule to advertise in next years newsletter.

### **New Business**

Lee Thompson noted that Dick Anderson has been active in the administration of the Section since its inception, holding practically each chairman position in the Section. Lee proposed that the Section submit Dick's name to National as a candidate for Fellow. The E-Board agreed unanimously if Dick was in favor of it.

The executive committee ticket has been set for the next fiscal year. The proposed ticket is:

Chairman – Bill Dansereau  
Vice-Chair – Arnie Greenbaum  
Secretary – Joe Hanley  
Treasurer – Kathy Burrows

The ticket will be announced at the February monthly meeting with voting due for March.

### **Action Items:**

Discuss with Dick Anderson the possibility of his becoming a Fellow in the organization.

Actionee: Lee Thompson

Present the auditor with current financial records for auditing.

Actionee Paul Loonie

Report on the progress of Jay Patel's speaker list.

Actionee Dave Hicks

## March Minutes

Date/ Time: March 4, 2003 6:10 – 8:13PM

Location: Lorenzo's Restraunt Middleboro Ma

Attendees: Arnie Greenbaum (Chair) Dave Hicks Gerry Quinn Dave Gaugler  
George McBride Joe Hanley Chet Lizak Roger Berg  
Bill Dansereau Liz Johnson Gay Vilagie Kathy

Burroughs

Absent: Paul Loonie Dick Anderson Paul Warfield

Discussion Items:

Joe Hanley **Secretary's Report** February's report was accepted on a unanimous vote without correction.  
Lee Thompson has secured Dick Anderson's OK to proceed with Dick's submittal as a Fellow. Lee has all the paperwork necessary and plans on bringing it to the April E-board meeting.

Paul Loonie **Treasurer's Report** No report.

Gay Vilagie **Auditor's Report** Gay is still awaiting financial data from Paul.

Roger Berg **Education Report** Chet agreed to resign as co-chair of the Education Committee and look into the prospect of becoming the chair of Advertising. As of the meeting there were two members who were registered for the CQE course and one registered for the CQA  
The Education sub-committee was requested to author an education policy and procedure at its next meeting on March 11, 2003.

Bill Dansereau **Arrangements Report** The February monthly meeting was cancelled because of snow, therefore there was no financial information for that meeting other than Ann's Place still holds a \$100 down payment that the section will have to use before the end of its fiscal year.  
The March meeting will be held at Lorenzo's. Paul Capozzi will discuss "Customer Satisfaction Measures" and dinner will consist of a hot/cold buffet. April's meeting will be held at LaScala in Randolph. Jack Gale will talk on "Meeting the Challenges of Metrology" and dinner will consist of Italian fare. May's meeting will be a tour of the Titlelist plant in Aschunet Ma. Gay said that she was informed that a room within the plant was available for pizza if we wanted. The question was raised, and would be looked into, if it was possible that a catered event could be had there instead of just pizza.

Liz Johnson     **Membership Report**     During the month the section experienced four renewals and one new member. Total membership for the month stands at 292 members. According to the "Unpaid List" there are approximately 100 unpaid members. During the month Liz sent between 30 and 40 emails to people on the list. She received only two replies. Liz has a small group from the E Board aiding her in reaching these unpaid members, they experienced similar results. Liz also asked if the section could produce some sort of readily identifiable email address. She was concerned that one of the reasons she received so few replies was that members did not recognize her address and deleted her message as a precaution against viruses. Dave Gaugler will look into the matter

Gerry Quinn     **Certification Report**     The certification exams were held on Saturday, February 1, 2003. Two mangers, one technician and one black belt sat for the exams. Gerry stated that he was deluged by recertification requests last December, since that time the requests have dried up.

George McBride     **SMP**     George received a compliance report from Membership. There is only one compliance report he needs in order to report Olde Colony's 2002/2003 business plan success to National.

Dave Hick     **Newsletter**     The March newsletter has been printed and mailed. Dave reported that he has acquired Adobe making it easier for him to transmit newsletter copy to the printer. Dave also reported that there is one new advertisement in the newsletter and that check would be forwarded to the Treasurer.

**New Business:**

Gerry stated that he had finished the first draft of the by-laws and passed out some copies to attendees. The draft will be posted on the section's web-site for review and improvements.

Kathy Burroughs attended the E-Board meeting and was offered the position of Treasurer. She stated that she would like to talk to Paul to see what was involved before accepting the position.

**Action Items:**

Present the auditor with current financial records for auditing.

Actionee:     Paul Loonie

Contact Kath Burroughs and answer her questions regarding duties of the Treasurer.

Actionee:     Paul Loonie

Report on the progress of Jay Patel's speaker list.

Actionee:     Dave Hicks

Review the possibility of using the Olde Colony e-mail address for section sponsored mailings.

Actionee:     Dave Gaugler

Review draft of By-Laws and communicate comments to Gerry Quinn.

Actionees:     All E-Board Members

## April Minutes

Date/Time: April 1, 2003 6:01 – 7:42PM

Location: Ann's Place Norton Ma

Attendees: Arnie Greenbaum (Chair) Dave Hicks Gerry Quinn Dave Gaugler  
Paul Loonie George McBride Joe Hanley Chet Lizak  
Roger Berg Bill Dansereau Gay Vilagie Lee Thompson  
Dick Anderson

Absent: Liz Johnson

### Discussion Items:

- Joe Hanley **Secretary's Report** March's minutes were accepted on a unanimous vote after a correction to Dave Hicks' name (Hick became Hicks as input to the Newsletter discussion).  
At the March dinner meeting the proposed slate of officers for fiscal 2003-2004 was elected by unanimous vote of the attendees. The slate of officers is as follows:  
Chair - Bill Dansereau  
Vice Chair- Arnie Greenbaum  
Treasurer – George Mc Bride  
Secretary – Joe Hanley
- Paul Loonie **Treasurer's Report** At the close of March business there is a checking book balance of \$7,251; M&I equal \$14,168; CD's have a total value of \$17,000 and the total worth of the section stands at \$38,529.
- Gay Vilagie **Auditor's Report** Gay still did not have the financial data to perform an audit of the books. It was decided by the e-board that the audit would be performed at the end of the fiscal year.
- Roger Berg **Education Report** The sub-committee of the Education Committee met during the month of March. They reviewed and approved the current price structure. It was agreed by the sub-committee that all certification review courses and a six sigma black belt offering would be given this year. Courses would be, to coincide with the certification exam. Advertising for these courses will include the newsletter and the education web-site. Roger agreed to draft a procedure for the Education Committee. There was a communication misunderstanding or this would have begun during the past month.
- Bill Dansereau **Arrangements Report** The monthly meeting will be held at Gary's Restaurant in West Bridgewater. Topic of the meeting is "Meeting the Challenge of Metrology". The speaker is Jack Gale.  
May's meeting is scheduled as a tour of the Acushnet Manufacturing Plant. It was agreed by the board that dinner would be catered.  
June's meeting will be at Bailey's in Wareham. Dick Barbieri will discuss "ISO/QS Registration in Today's World"

- Liz Johnson    **Membership Report**    No report
- Gerry Quinn    **Certification Report**    Gerry reported that he is seeing little activity. During the month he processed data for a single CQE recertification which he granted.
- George McBride **SMP Report**    George was still awaiting reports from Education, Treasurer, Web-site and Membership to complete the business plan for the 2002/2003 fiscal year.  
 He suggested that the board receive the printout on the ASQ website entitled "Corrections Plus". In it are the various dates that SMP data is due. Principle among these is the following:  
 5/1/03    Submittal of the list of officers for 2003/2004  
 6/30/03    Submittal of the Committees list for the next fiscal year  
 8/15/03    Submittal of the Treasurers report for the fiscal year ending 6/30/03
- Dave Hicks    **Newsletter**    April's newsletter has been printed and mailed to all constituents.  
 All advertising accounts have been paid up.  
 Dave is starting on next year's speakers program.
- Dave Gaugler    **Website**    Gerry stated that the certification dates given on the website appear in the wrong columns. Dave is in the process of correcting some website errors and will include Gerry's input.  
 Dave also reported that he had not yet resolved a problem of using an e-mail address, that when used would let members know that they were receiving mail from the section, so as not to erase it prematurely.

### **New Business**

Gerry's draft of the revised by-laws was not sent to Dave G until the 31<sup>st</sup> of March and is not yet on the website. Gerry requested that we review this draft and get back to him with suggested revisions ASAP.

Dick Anderson's Fellow application is about 75% complete. All that is needed is the documentation to support the application. When that information has been gathered the application and supporting documentation will be submitted to Arnie for approval and then to national for action.

## Action Items

Draft a policy & procedure on the functioning of the Education Committee.

Actionee: Roger Berg

Submit reports concerning completion of the Education, Web-site, Membership & Treasurer business plan to George McBride

Actionees Roger Berg  
Dave Gaugler  
Liz Johnson  
Paul Loonie

Report on the progress of Jay Patel's speaker list.

Actionee Dave Hicks

Review draft of By-Laws and communicate comments to Gerry Quinn

Actionee All E-Board members

Notify National of 2003/2004 officers.

Actionee Joe Hanley

## May ASQ Olde Colony Minutes

Date/Time: May 6, 2003 6:00 – 7:54 PM

Location: Lorenzo's , Middleboro

Attendees: +Arnie Greenbaum +Dave Hicks +Gerry Quinn +Dave Gaugler  
Paul Loonie +George McBride Joe Hanley Chet Lizak  
Roger Berg +Bill Dansereau +Gay Vilagie  
+Lee Thompson Dick Anderson Liz Johnson

+ attended meeting

Discussion Items:

- Joe Hanley **Secretary's Report** .Arnie brought copies of April minutes for review. No discussion. Accepted by Dave Hicks, second by Dave Gaugler. Joe away tonight. Dave Hicks took May minutes. You owe me Joe.
- Paul Loonie **Treasurer's Report** Paul faxed report to Arnie. At the close of April business there is a checking book balance of \$7,455.77; M&I not received yet; the total worth of the section stands at \$38,837.57.
- Gay Vilagie **Auditor's Report** No financial data to perform an audit of the books. Financial report needs to be submitted by August 15.
- Roger Berg **Education Report** Roger was out sick after a European trip. There was concern that Jim Haluch was not performing as expected, including the education website. Bill D. made the point that we have not paid Jim anything, yet so he has not cost us. Believe we are posed to offer some god courses.
- Bill Dansereau **Arrangements Report** May's meeting is scheduled as a tour of the Acushnet Manufacturing Plant. June's meeting will be at Bailey's in Wareham. Dick Barbieri will discuss "ISO/QS Registration in Today's World"
- Scholarship:** Noted in May newsletter. Bill offered to be Chair again; he has received a few calls. Dave Gaugler and Gerry Quinn offered to be judges.
- Liz Johnson **Membership Report** No report. 300 member (paid and recent unpaid)
- Gerry Quinn **Certification Report** Gerry reported 6 people are taking exams in June. Moakley Center working well.
- George McBride **SMP Report** George said he had nothing to report but during the dinner George gave a summation of how SMP is changing to a Business Plan. George suggested we not set lofty goals. He recommended we submit a budget for each chair and state important activities we should maintain. Also submit a procedure of what your position does, to pass on to the next chair.  
SMP dates::  
5/1/03 Submittal of the list of officers for 2003/2004  
6/30/03 Submittal of the Committees list for the next fiscal year  
8/15/03 Submittal of the Treasurers report for the fiscal year ending 6/30/03  
9/20/03 Submittal of Business Plan
- Dave Hicks **Newsletter** May newsletter 300 printed and mailed to all members. Dave will solicit bids to perform the logistics of mailing the newsletter.
- Advertising:** ISO Network placed a full ad at \$175.
- Program:** Speakers filled for Sept, Oct & Nov. Dave is asking each e'board member to try to submit a contact (co-worker, boss, supplier, customer, friend, acquaintance or relative) for future program's speakers.
- Dave Gaugler **Website** Website up to date.
- Chet Lizak **NEQC** Chet was away in NJ

## New Business

Gerry's draft of the revised by-laws was not brought up at the May meeting.

Lee needs 5 Senior member signatures for Dick Anderson's Fellow application. Arnie signed for approval as Chair. Suggested Seniors are Rick Tripp, Arnie Greenbaum, Lou Geffrion, Gil Andrade and Hal Greenberg. D. Hicks will contact them to ask if they will sign and attend (hopefully June meeting).

Discussed a different location this year for Volunteer Recognition

## Action Items

Draft a procedure, budget and list of important activities for each position.

Actionee: All E-Board members

Review draft of By-Laws and communicate comments to Gerry Quinn

Actionee All E-Board members

Notify National of 2003/2004 officers.

Actionee Joe Hanley Joe, was this done on time?

Investigate a limited ATM card for Chair & Treasurer's use next year

Actionee Bill Dansereau

Fill Sep, Oct & Nov Arrangements

Actionee Bill Dansereau

Investigate Volunteer function (Spirit of Boston boat, Hingham boat, Duck Tour (Plymouth or Boston) or Plymouth Whale Watch. For volunteers and guest.

Hingham boat: Bill D.

Solicate bids for newsletter mailing:

Actionee Dave Hicks

## June Minutes

Date/Time June 3,2003 6:03 – 8:26 PM

Location: Lorenzo's Restraunt Middleboro Ma

Attendees: Arnie Greenbaum (Chair) Dave Hicks Gerry Quinn Dave Gaugler  
George McBride Joe Hanley Roger Berg Bill Dansereau

Absent Paul Loonie Chet Lizak Gay Vilagie Liz Johnson  
Dick Anderson

Discussion Items

Joe Hanley **Secretary's Report** The May minutes were accepted with a

spelling correction in the Education Report. The last sentence, the word “god” should have been “good”

Joe stated that he had not received the names & membership numbers of committee members to submit to National. *(These arrived via e-mail from Bill Dansereau the AM of 6/4/03)*

- Paul Loonie      **Treasurer’s Report**      No Report. The board was reminded that an audit of the books was required by National after the close of business on June 30, 2003.
- Gay Vilagie      **Auditor’s Report**      Nothing new to report.
- Roger Berg      **Education Report**      Roger presented a projected budget for the 2003/2004 fiscal year. In it Roger proposed that Jim be allotted \$450 a quarter plus his previously agreed compensations. The board tacitly agreed to this further compensation – but agreed to vote on it when Jim presented a contract for the 2003/2004 fiscal year to the board.
- Bill Dansereau      **Arrangements**      Meeting locations for the first five months have been set & speakers have been retained for the first two meetings. Meeting Location & speakers follow:  
Sept 17      Yantzee Restraunt      Eric Bottelle      Software  
Oct 22      Lorenzo’s      Paul Amaral      Changes to ISO 9k2k  
Nov 19      Gary’s Restraunt  
Dec      No Meeting  
Jan      Ann’sPlace  
Bill also reported that he ahs had two inquiries into the scholarship – both from women.
- Liz Johnson      **Membership**      Nothing new to report.  
Gerry Quinn      **Certification**      Six people, 2 CQA, 3 CQE & 1SQE, are scheduled to take certification exams at the Moakley Center of Bridgewater College on the 7<sup>th</sup> of June.  
Gerry also provided the following statistics on membership recertifications:  
2000      4  
2001      9  
2002      13  
2003      7 ( *As of 4/1/03*)
- George McBride      **SMP**      Nothing new to report
- Dave Hicks      **Newsletter**      The June newsletter has been printed & mailed. This months mailing totaled 300 copies. Dave has received a solicitation from Carol McBride to perform the distribution activities of the newsletter for \$50.00 per month. Dave stated that he will keep the bids open for a while, but he does not anticipate any cheaper bids forthcoming. Dave also stated that he would use September as Past Chairman’s and Founders night. Past chairs and section founders would be invited to attend that night’s meeting free of charge.
- Dave Gaugler      **Website**      Dave asked if job postings from job hunters should have any geographical limits e.g. South of Boston or New England. After some discussion, in which Dave stated that job postings did not add any significant time to his operating the website, it was agreed that there should be no geographical limits attached to job postings.  
Dave also asked about a backup person for the website since the person originally filling that position has not communicated with the section in several months. Dave Hicks stated that he would include a request for such a person in the newsletter. Roger Berg also stated some interest in filling that position.
- Chet Lizak      **NEQC Rep**      Nothing new to report.

## New Business

Bill as Chair for next year stated that he had acquired debit cards for both he and George, as Treasurer. Bill also stated that he would like to change the direction of the E-Board meetings. For example he would like to have all committees submit activity reports prior to the E-Meeting. These would be printed and distributed by the secretary prior to the meeting. If there were any discussion items they would be handled at the meeting, but the direction would be focused more on planning and new business. He also proposed that mini financial audits be performed each month between George and Gay by going over the monthly financial activity.

## Action Items

Submit the names of Committee members to National.

Actionee Joe Hanley

Perform audit of financial activity for the 2002/2003 fiscal year and submit to National.

Actionees Paul Loonie/Gay Vilagie

Review solicitations for the distribution activities of the newsletter & select one.

Actionee Dave Hicks

Invite past chairs & founders to the September monthly meeting.

Actionee Dave Hicks

Include the request for a website backup person in the newsletter.

Actionee Dave Hicks

## October Minutes

**Date/Time** October 7, 2003 6:13 – 8:07 PM

**Location** Lorenzo's Restaurant Middleboro Ma.

**Attendees** Dave Hicks (Chair) Gerry Quinn Roger Berg Joe Hanley  
Dave Gaugler George McBride

**Absent** Bill Dansereau Dick Anderson Paul Loonie  
Gay Vilagie Arnie GreenbaumLiz Johnson  
Chet Lizak

## Discussion Items

**Chairs Report** *Dave Hicks for Bill Dansereau* Bill could not be present, but Dave reported that the monthly meeting was sparsely attended but the topic was very informative and well delivered.

**Secretary's Report**

*Joe Hanley* During the month corrections to the September minutes were proposed and included. The revised minutes were approved.

**Treasurer's Report**

*George McBride* During the month the Section reported earnings of \$739 and expenditures of \$1916. The largest expenditure of \$1,000 was for the Maximuk Scholarship. As of the end of September the closing checking account balance was \$8,042.92 and the Section total assets clocked in at \$41,012.

**Education Report**

*Roger Berg* Roger reported that he has several certification refresher courses planned to begin in the next couple of months. For example, CQM, CMI and Six Sigma – Black Belt are scheduled to begin in December or January and complete just prior to their respective certification exam. Likewise, CQA, CQE, CQSE and CQIA will begin in the March April time slot finishing in time for the June 5<sup>th</sup> exam.

Two other points were brought up during the discussion on education. Roger mentioned that it was extremely difficult to find locations to run courses. George suggested that there were public places that rent rooms for \$50 or less and we shouldn't be bashful to pay a reasonable amount if the situation merited it. Secondly, along the same avenue, Gerry mentioned that it was particularly important to determine a meeting site as soon as possible. He believed that it was instrumental in determining whether a student took a course or not .

<b>Arrangements</b>	<i>Dave Hicks for Bill Dansereau</i> The October meeting is all set. Paul Amaral will speak on Process Mapping at Lorenzo's in Middleboro. The night is scheduled to be a Founders Night and those members who served as chairs of the Section through the years will be invited to attend free of charge.
<b>Membership</b>	<i>Liz Johnson</i> No Report
<b>Certification</b>	<i>Gerry Quinn</i> The Certified Quality Manager exam is all set to be given on October 18, 2003 at the Moakley Center. Two members will be taking the exam and Gerry will proctor.
<b>Newsletter</b>	<i>Dave Hicks</i> Dave reported that 315 copies of the October newsletter had been printed and mailed.
<b>Program</b>	<i>Dave Hicks</i> Dave has acquired the services of TUV to address ISO <b>13485</b> for the January meeting.
<b>Advertising</b>	<i>Dave Hicks</i> ISO Network submitted a check for \$175 to Dave for advertising in the September newsletter. Dave turned the check over to George.
<b>Website</b>	<i>Dave Gaugler</i> The website was updated on October 6, 2003. Dave proposed that a group picture of the E-Board be posted on the website so that members could identify their officers. The suggestion was approved unanimously.
<b>NEQC</b>	<i>Chet Lizak</i> No report
<b>New Business</b>	<ol style="list-style-type: none"> <li>1) Work instructions for the various E-Board positions are starting to materialize. They are appearing in various formats. It was agreed that they should be submitted to the chair by next month and at that time a common format will be decided on.</li> <li>2) George stated that he wanted to clarify his position as both Treasurer and mailer of the newsletter so as to avoid any misconceptions that might lead to a conflict of interest charge. In the latter position he monthly purchases stamps in order to mail the newsletter to members. As Treasurer he makes out a check to reimburse himself for this expenditure. All agreed that as long as he kept receipts for his purchases there would be no conflict of interest.</li> </ol>

- 3) A discussion arose concerning recognition material. Specifically, the topic questioned whether E-Board members should wear name badges, or shirts purchased specifically, to be worn at monthly meetings so that members could identify their officers. It was agreed that approximately  $\frac{3}{4}$  of an hour would be spent at the next E-Board meeting discussing the pros and cons of the subject.
- 4) The by-laws and how approval should be gathered from members was questioned. Gerry stated that he would e-mail the by-laws to E-Board members who should review them and provide feedback to Gerry. All officers should be prepared to discuss them at the next E-Board meeting. It was unanimously agreed that once the board accepted the minutes it would be put on the website and the newsletter would inform the members of their location and that a vote for approval would be taken at a future monthly meeting. In the meantime Dave will review National's by-laws to assure that the section's plans are not in violation of existing tenets.

### **Action Items**

Supply Dave Gaugler with electronic copies of E-board minutes for the months of June and September.

Actionee            Joe Hanley

Contact National or the Area 1 representative to address findings in Gay's financial audit.

Actionee            George McBride

Submit preliminary reports to the Secretary for inclusion into November's E-boards agenda.

Actionees            All E-board Members

Prepare a work instruction of the position held and submit to the Chair.

Actionees            All E-board Members

Notify NEQC that Chet Lizak is Olde Colony's representative.

Actionee Joe Hanley

Gerry to e-mail by-laws to all officers.

Actionee Gerry Quinn

Review National's by-laws to learn proper method for approving a sections by-laws.

Actionee Dave Hicks.

Notify officers to attend the October monthly meeting for a group picture.

Actionee Joe Hanley

ASQ Olde Colony Minutes for December 2, 2003 6 to 8 PM, Lorenzo's Middleboro

Attendees: Dave Gaugler Gerry Quinn Bill Dansereau Paul Loonie

1.) Per ASQ National, Olde Colony member Caroline Fraser is looking for her \$390.00 refund because CMI class was cancelled. Roger Berg / Jim Haluch to address.

2.) Rick Fay, as an instructor for Olde Colony may need to be reported to ASQ National for 1099 purposes, depending on how much we paid him for the TI CQE course. George to review financial of what was paid last year (2003).

3.) George sent Treasurer's report via email. Total Assets: \$41,456.89

4.) Want to send a December newsletter to get a bigger crowd for January meeting. D Hicks - did not happen).

5.) Balance of meeting was reviewing / updating By-Laws (Treasurer and Executive Committee) with Gerry facilitating. Plan is to review Section - Other Committees next month.

NEXT MEETING: Tues Jan 6 at 6 at Lorenzo's

D. Hicks