

January 2005 Minutes

Location: Lorenzo's Middleboro Ma.

Date/Time: Jan 4, 2005 6:07 – 7:59 P.M.

Attendees: Dave Gaugler Denise Robitale George McBride
Monica Morrissey Dave Hicks Alin Darabus
Joe Hanley Gerry Quinn

Absent: Roger Berg Dick Anderson Paul Looney

E-Board Discussion Items:

- 1: The December minutes were accepted with corrections.

- 2: Denise questioned the status of the education program. It was mentioned that we had discussed this topic in detail at the December meeting. At that time Roger had attempted to see if either the Boston or Rhode Island sections were interested in combining some, or all, of their education classes. At the time of the discussion he hadn't received any replies. It was suggested that Roger attend the February meeting to update the board.

Action Items:

Education Chair is requested to upgrade the board on the status of the education program.

Actionee: Roger Berg Action Date: February 2, 2005

Roger to notify NEQC of the availability of Bridgewater for future certification exams.

Actionee: Roger Berg Action Date: February 2, 2005

Compare SOA from National with section drafted by-laws to determine if there is a need for operating procedures.

Actionee: Gerry Quinn Action Date: February 2, 2005

Committee Reports:

Chair: National was notified of Alin's assuming the Arrangements Chair.

Treasurer: Financial data for the month ending December 2004 is as follows:

Income:	\$180.46
Expenses:	\$ 81.55
Total Assets	\$39, 137.95

Total Assets by Month

Oct	\$ 38,074
Nov	\$ 38,962
Dec	\$ 39,138

Education: No report

Programs: The January meeting is scheduled to have Mark Hehl speak on "Avoiding Moving Operations Overseas" at Gary's Restaurant in West Bridgewater. February's meeting has Brian Cunningham speaking on the aerospace industry.

Newsletter: The newsletter went to the printers on January 4th. It is anticipated that it will be mailed on or about January 8th. The proposed slate of officers for the 2005/2006 fiscal year was printed in this issue.

Membership: Monica stated that National reported that the section had five new members in November, three in December and four in January. Letters were mailed to all twelve welcoming them to the section and inviting them to attend a monthly meeting at no cost. National also reports that the section currently has 42 unpaid members.

Certification: The section has reached an agreement with Bridgewater State to use their facility for testing up to and including December 2005. Gerry noted that Bridgewater has supplied excellent support to the section. The last certification exam was held December 5th. There was one CQA and two CQE's. Gerry also stated that many certifieds do not understand the requirements for recertification.

Next Meeting: February 2, 2005 at Lorenzo's in Middleboro at 6:00 P.M.

March 2005 Minutes

Notetaker: Monica Morrissey

Location: Lorenzo's Middleboro Ma.

Date/Time: March 1, 2005 6:00 – 8:00 P.M.

Attendees: Dave Gaugler, Denise Robitaille, George McBride, Monica Morrissey, Alin Darabus, Gerry Quinn

Absent: Roger Berg, Dick Anderson, Paul Looney, Joe Hanley, Dave Hicks (working at home on newsletter)

E-Board Discussion Items:

1. The February minutes were not available.
2. Gerry reviewed national's new by laws and has a question about the definition of members present to constitute a quorum for voting. National says that you must have 2 section elected officers and 3 committee members present. If you don't have a quorum, the meeting is informational only. We should define whom we choose to be eligible for voting in some sort of procedure.
3. It was suggested that we look at the Boston and Worcester websites for potential dinner speakers to help out Dave Hicks.
4. Monica has an issue with "sustaining memberships". Below are excerpts from two people that I recently contacted regarding a new and an unpaid member:

XXX recently received a letter from you concerning the expiration of his ASQ Membership. I just wanted to point out to you that we have decided (here in Depuy, New Bedford) that it would make more sense for us to have a (facility) Sustaining Membership instead of individual memberships. I actually just received a Welcome Letter from you in the mail.

We at Depuy Quality in New Bedford, MA have an ASQ Sustaining Membership, the member number is 63361614. If people are "sustaining" how do they get our newsletter or recertification reminders or anything else for that matter? How does national define them?

Gerry questioned whether we have been losing members. George has learned that national used to have all renewals in June and it has since become a "rolling" tally. Since February was the first month that the over-inflated June renewals were not factored in, we need to wait and watch over the next several months to determine an actual trend.

5. Alin suggests that we cut the newsletter down to one page to save costs. It would contain the speaker and dinner info along with any advertising. The rest of the information that usually runs would be kept on the website. Good suggestion that needs to be reviewed with Dave Hicks.
6. George suggested that Rick Tripp might be interested in speaking about Habitat for Humanity and possibly an "outing". Well received by the eboard.

Action Items:

Learn more about national's view/definition of "sustaining memberships".

Actionee: Monica Morrissey Action Date: April 5, 2005 (*I would welcome input from anyone who wishes to help me!)

See if Rick Tripp is interested in speaking about his experiences with the Habitat for Humanity program. Perhaps the section could participate in a Saturday "outing" in lieu of a dinner meeting?

Actionee: George McBride Action Date: April 5, 2005

Roger to notify NEQC of the availability of Bridgewater for future certification exams and education partnerships.

Actionee: Roger Berg Action Date: April 5, 2005

Alin to contact Dave Hicks about changing the dinner menu for this month.

Actionee: Alin Darabus Action Date: March 2, 2005

Committee Reports:

Chair: Dave G. questioned George about the internet hosting account. It does not appear that we have gotten a bill in some time.

Treasurer: No report.

Education: (Relayed through Denise.) There is an NEQC teleconference coming up. He hopes to bring up the idea of an education partnership. Promoting the Lead Assessor course in the March newsletter. Roger feels we need to focus more on reinvigorating our membership, before we can launch more education courses.

Programs: Lou Geoffrion will be the speaker for March. He will discuss the recent ASQ Board of Director's meeting and how it affects how decisions are made within ASQ.

Newsletter: Being worked on at the time of this meeting.

Membership: National says that we have 226 total members, 1 new, 2 renewals and 14 unpaids. Need to have a discussion about "sustaining memberships".

Certification: We need to pay Bridgewater their room fee. George will take care of it. There is a certification exam on Saturday if anyone is interested in proctoring.

Gerry again stated that many people up for recertification do not understand the requirements.

Arrangements: March 16th dinner at Lorenzo's. Members have requested a change from the usual buffet. April 20th will be at the Fireside and a check is needed for the deposit.

Next Meeting: April 5, 2005 at Lorenzo's in Middleboro at 6:00 P.M.

October 2005 Minutes

Location: Lorenzo's Middleboro Ma

Date & Time: October 4, 2005 6:00 – 7:00 P.M.

Attendees: Dave Gaugler (Chair) Monica Morrissey
Jim Donaldson Alin Darabus
Joe Hanley Grace Kish

Absent: Dick Anderson Paul Loonie
Denise Robitalle Gerry Quinn

Discussion Items: Arrangements
Alin stated that the scheduled speaker Sean Anzuoni could not make the October meeting. After some discussion Grace agreed to substitute for the speaker. Her topic will be "Brainstorming Techniques".

Education
Jim stated that he would be meeting with Roger during the month to evaluate the programs Roger had scheduled. Jim also stated that Roger had many books on Quality related items and that the section was free to accept them and dispose of them as we saw fit. There was no action taken on this issue.

There were no other input from other chairs.

New Business: Grace suggested that the section could consider getting speakers from outside the industry but of interest to the membership. Examples given were speakers from Woods Hole or the Weather Bureau in Taunton. The suggestion was met with wide approval from the attendees.

Action Items: Investigate the possibility of having a speaker from Woods Hole address the membership.
Actionee: Grace Kish Action Date: Dec 6, 2005

November, 2005 Executive Board Minutes

Location: Lozenzo's Middleboro Ma

Date/Time: November 1, 2005 6:05 – 7:38 PM

Attendees: Dave Gaugler (Chair) Gerry Quinn
Monica Morrissey
Jim Donaldson Alin Darabus Grace
Kish
Joe Hanley

Absent: Dick Anderson Paul Loonie Denise
Robitaille

Discussion Items:

Secretary
The October minutes were accepted with corrections to some spelling.
Joe was directed to purchase Name tags for the officers.

Chairman
George stated that the section needed a mailing address since the one we are presently using belonged to George McBride.
Monica was directed to obtain a P.O.box for this purpose

The section was awarded a Basic Achievers Award by National. George will amend the home page on the sections web page to include mention of the award and what it stands for in Nationals business awards.

Education
Jim is going to re-establish the Education Committee to develop a direction for the section's training program.

Jim also stated that he received information from a member that indicated they would be interested in becoming an instructor.

Arrangements
Joe Hanley will be the presenter at the next monthly meeting; the topic will be "Process Auditing of ISO 9001-2000". The meeting is scheduled for Lorenzo's on Wednesday November 30th.

There was some discussion concerning moving the monthly meeting to various restaurants in the sections geographical area. No conclusions were reached although there appeared to be consensus that Lorenzo's was central to the membership.

Scholarship

Jerry mentioned that he would like to amend the Scholarship clause in the by-laws to open the award to members who were studying for an advanced degree. He mentioned that member's children are not applying for this award and he felt that the section should open it up to members. Jerry will present this motion at the next e-board meeting.

Certification

Jerry mentioned that two (2) people took the certification exams in October. One for a CQE and the second was for a CRE. There will be CQA, CQE and CSQE exams coming up in December.

Comment [GMQ1]: The exam was for a Certified Quality Manger CQMgr. I incorrectlly reported this as CQE during the meeting.

Newsletter

Grace will be mailing out the November newsletter in the very near future.

She stated the National give hints on running a newsletter on their website,

Grace will also start contacting potential clients for advertising space. She asked if the advertising rates were to remain the same and was told that they were.

The following chairs had no reports:

Treasurer

Membership

Auditor

Action Items:

Purchase nametag badges for the various chairs.

Actionee: Joe Hanley Action Date 11/30/05

Bring amended copies to the scholarship by-laws to the e-board meeting for discussion.

Actionee: Gerry Quinn Action Date 12/06/05

Arrange a plant tour of the TMLP (Taunton Municipal Lighting Plant).

Actionee: Monica Morrissey Action Date Open

Arrange an outside speaker from Woods Hole or NOAA (Taunton)

Actionee: Grace Kish

Action Date 12/06/05

December 2005 Minutes

Location: Lozenzo's Middleboro Ma

Date/Time: December 6, 2005 6:04 – 7:16 PM

Attendees: Dave Gaugler (Chair) Monica Morrissey
Jim Donaldson Alin Darabus Joe Hanley

Absent: Dick Anderson Paul Loonie Denise Robitalle
Gerry Quinn Grace Kish

Discussion Items:

Secretary

The November minutes were accepted with corrections.

Chairman

It was agreed by all attendees that Monica will use her home address as the mailing address for the section. Both the website and the newsletter will make note of the address change.

Grace's survey showed some members were interested in joining the e-board, Dave will contact these members and extend a personal invitation to attend an e-board meeting.

There was some discussion concerning the section's achieving the "Basic Achievers Award" from National. The attendees felt since this was a good management tool that the section Chairs should follow-up to achieve the next step. In that regard Denise was requested to e-mail concerned chairs their responsibility in achieving the next step and the dates that info is due to National.

Alin made name tags for all the chairs and passed them out at the meeting.

Dave will put together an Election Committee for the 2006/2007 fiscal year.

Treasurer

As of the November report from the bank the Section had the following net worth:

Trust fund	\$18,555.89
Checking	\$20,801.48

Arrangements

It was agreed to by unanimous vote of the attendees that all remaining monthly meetings would be held at Lorenzo's unless the speaker requested an alternate location.

Grace has locked in on the February meeting. The speaker is Glenn Fisher of the Taunton office of NOAA. Functionally he is the Severe Weather Forecasting Coordinator.

Monica is arranging a plant tour for the March meeting. It will be a tour of the TLMP. The attendees agree that the meal will occur on-site if that is possible. Monica will explore that scenario.

Scholarship

Gerry has proposed some minor changes to the scholarship – but – the attendees agreed to defer discussion on the changes until Gerry could be present to define his reasoning.

Certification

Certification exams for CQA and CQE were to be held on Saturday December 3rd. Two were scheduled for the CQA exam, four were sitting for the CQE test.

Gerry also stated that he had a \$60.00 bill from Bridgewater for the last exam period. That bill will be forwarded to Monica for payment.

Recertification

Gerry stated that some of his most recent recertification applications were poorly prepared by the applicants. In his opinion many were not reading the instructions in the journal.

Education

Jim stated that he didn't believe that the Section needed an Education Committee as he previously reported.

Thanks to Graces survey Jim has five potential instructors for eight courses. He also has five students for a CQA training course and one for a CMI training course. Both of these will take place possibly in the Spring.

The following chairs had no report:
Membership
Newsletter

Action Items

Assemble an Election Committee

Actionee: Dave Gaugler Action Date: 01/02/06

Notify chairs of their responsibilities to have the section arrive at the next ladder in the National management plan.

Actionee: Denis Robitalle Action Date: 01/02/06

Report on status of setting up a plant tour of the TLMP for March.

Actionee: Monica Morrissey Action Date: 01/02/06

Contact members who showed interest in joining the e-board.

Actionee: Dave Gaugler Action Date: 01/02/06

Next Meeting

Jan 03 2006 Lorenzo's 6:00 PM