

January 2007 Minutes

Location: Sparkfish (Gary;s) West Bridgewater Ma

Date / Time: January 2, 2007 5:52 – 7:50

Attendees: Jim Donaldson Monica Morrissey Alin Darabus
Dave Gaugler Gerry Quinn Grace Kish
Joe Hanley Dick Anderson Lee Thompson

Absent: Anurag Asthana Denise Robitaille

Discussion Items

Secretary: The minutes were accepted unanimously as written.

Chairperson: The agenda was distributed electronically and was followed.
It was decided to table “Quickbooks until after a new Treasurer has been elected which will probably be in March

Treasurer: Monica quoted from the “Treasures Report” as follows:
M&I Account July 11, 06 \$19003.30
Nov 30, 06 \$21164.21
Net Gain \$1496.27
Checking Account July 1, 06 \$19003.30
Nov 30, 06 \$16,615.37
Net Loss \$2387.93

Membership Lee reported that there were 4 new members in December and he has sent them each the new member package.

Education: The board voted unanimously to remove the present Education Chair from that position since his job requires so much travel that it makes it impossible to attend e-board meetings or effectively plan an education program fro the Section. Joe and Denise will write a letter informing him of the boards decision.
An Education Committee will be formed with Jim as the Chair and Grace, Lee and Joe sitting in.
The CQA course appears to be picking up momentum. Grace said that the DCMA members that she talked to were very interested in attending the course plus five additional members previously showed interest in the course according to surveys taken at dinner meetings. At this time the course would probably be taught by Jim or Joe and would start sometime in April to end just before the CQA exam,

- Arrangements: January's meeting will be a joint meeting with the Rhode Island Section. The meeting in February will be held at the Fireside. Additionally speakers have been secured for January, February and June. There was some discussion concerning having a panel discussion on Cost of Quality since that showed the most interest in surveys taken at monthly meetings.
- Scholarship: Gerry passed out amended "Scholarship Rules and Procedures". A vote was taken to accept the revised rules and after some discussion was accepted unanimously by the board.
- Cert/Recert: Gerry received results from the certification exams given early in December. Three sat for the CQE exam and one passed; only one person sat for the CQA exam and they passed
- SMP: SMP is on schedule or ahead except for Education.
- Newsletter: Grace reported that the newsletter will go to Staples on 01/03/07 for copying and will be mailed by the end of the week.
- Web Site: After some discussion Dave will add a tab that will bring one to list of past chairs.
- New Business: National sent out a notice that they require 1099 reporting to be sent to them. The Section had no teachers or people earning over the \$600 minimum and so the requirement does not apply. National also sent out a notice that they do not want sections to be paying section bills with either a credit or debit card. This created a strong discussion on some of the dictates that National sends down to sections and that in many cases the needs of a section are not taken into account.
- Next Meeting: February 6, 2007 6:00 P.M.
Spark Fish (Gary's) West Bridgewater Ma.

February 2007 Minutes

- Location:** La Casa Mia Raynam Ma
- Date / Time:** February 6, 2007 6:08 - 7:15
- Attendees:** Jim Donaldson Monica Morrissey Denise Robitaille

Dave Gaugler Grace Kish Aaron Snyder
Joe Hanley Dick Anderson Lee Thompson

Absent: Alin Darabus Gerry Quinn

Discussion Items

Secretary: The minutes were accepted unanimously as written.

Chairperson: Denise introduced Aaron Snyder to the Board. Aaron volunteered to be a member of the E-Board and will work with Jim and Grace on the Educational Committee.

Denise proposed that that the next two meetings be spent on planning for the 2007/2008 fiscal year. The board agreed that March would be spent planning for the next fiscal years SMP and that April would be spent on developing a budget for the coming fiscal year

Treasurer: Monica passed around a Treasures Report that showed the following:
M&I Trust Account 12/31/06 \$21, 341.09 a gain of \$1,673.15 since 06/30/06

Checking Account 01/09/07 Balance \$15,477.92 an overall loss of \$3,525.38 since 07/11/06.

Membership Lee reported that there was 1 new member in January Although Monica reported that she had just checked the ASQ web-site and found 4 new members. Lee has sent the new member a welcoming package.

Education: Jim reported that he has 3 members interested in taking the CQA course along with how many members of the DCMA register for it. Grace also stated that the government has reversed itself and is now willing to reimburse its employees for, some of the cost of the course. Grace also reported that Sippican will open its facility for the course. She stated that there are two spaces available within the company , one is an auditorium if the class is large enough the other is a smaller conference room that can hold approximately 12 to 15. Both Grace and Jim agreed that the course would be held on a Saturday but the date has not been set.

Arrangements: January's meeting was a joint meeting with the Rhode Island section. They handled all the costs and all monies from the meeting were theirs.

The Dinner meeting schedule for the remainder of the year is as follows:

Month	Speaker	Topic	Location
February	Ebenhard Schmidth	SPC Presentation	Fireside Grill Middleboro
March	Joanne Coon	Critical Thinking	TBD
April	Bruce Hamilton	TBD	TBD
May	Panel Discussion	Cost of Quality	TBD
June	Jay Patel	Process Redesign For Healthcare & Service Enterprises	

The “Cost of Quality” panel contributors will be Denise, Lee, Dick and Joe

Scholarship: The “Scholarship Rules and Procedures” appear on the web-site and will be included in the March newsletter.

There was no report from Gerry

Cert/Recert: No Report

SMP: SMP is on schedule or ahead except for Education and Member Participation.

Newsletter: Grace reported that the newsletter has been mailed to all members.

The nominations of officers for the 2007/2008 fiscal year was listed in the newsletter. They are:

Chairperson	Jim Donaldson
Chair Elect	Joe Hanley
Secretary	Monica Morrissey
Treasurer	Grace Kish

Web Site: Dave reported that the domain was due for resubscription and that the section could renew for 1, 2 or 5 years. After some discussion the board voted for a 2 year renewal

New Business Denise asked if there was any new business. There being none the meeting was closed.

Action Items

- Plan for a discussion and planning of the SMP for the March meeting
- Actionee: Denise Include in March agenda.
- E-Board members prepare to discuss.
- Plan for a budget discussion and planning for the April Meeting
- Actionee Denise Include in March agenda.

E-Board members prepare to discuss.

Next Meeting March 6, 2007 6:00 P.M.
La Casa Mia Rte 138 Rayhnam Ma

March 2007 Minutes

Location: La Casa Mia Rayhnam Ma

Date / Time: March 6, 2007 6:03 – 8:00

Attendees: Jim Donaldson Monica Morrissey Gerry Quinn
 Dave Gaugler Alin Darabus Aaron Snyder
 Joe Hanley Dick Anderson Lee Thompson

Absent: Grace Kish Denise Robitaille

Discussion Items

Secretary: The minutes were accepted unanimously with corrections.

Chairperson The Board reviewed the SMP plan from the 2006/2007 fiscal year and voted to carry it over into the 2007/2008 fiscal year.

Treasurer Monica passed around a Treasurers Report that showed the following :
M&I Trust Account as of 01/31/07 has a value of \$21,534.01 a gain of \$1,866.07 since 06/30/06
Checking Account has an overall balance of \$15,182.35 as of 02/08/07 which is an overall loss of \$3,820.95 since the 07/11/06 statement.

Membership Lee reported that the section picked up 2 new members during the month. He has yet to send them a welcoming package - but will do so in the coming week.

Education Jim reported that the CQA course is coming along. He has a potential 8 students for the course including 1 new sign-up. The course will be taught by Jim and will be held on two Saturdays 04/28 & 05/12.
He also stated that he has 3 possibles for a CMI course the contents which have been changed considerably by National. A revised primer is available if the course become a "go". Jim further stated that he has started discussions with Electro Switch in Weymouth to conduct a Process Auditing course at their facility.

Arrangements	<p>Ms. Joanne Coon conduct a talk on “Critical Thinking” which was reasonably well attended a gave the attendees much to think about.</p> <p>The April monthly meeting will be held at the Fireside Grill in Middleboro on the 18th of April. The topic for the night is scheduled to be “How Lean Supports Continual Improvement” and will be give by Mr. Bruce Hamilton.</p>
Scholarship	<p>Gerry stated that he has yet to receive any applications for the scholarship. He also noted that the address on the web site should be changed from his address to Monica’s since hers is the official address for the Section.</p>
Cert/Recert	<p>Gerry reported that he Ok’d the issuance of 2 recertifications and 4 new certifications.</p>
SMP	<p>As reported earlier in these minutes the Board voted to keep the goals and time limits the same for the 2007/2008 fiscal year as was agreed to for the previous fiscal year. The Board did agree that they would discuss and vote on a budget for the coming year.</p>
Newsletter	<p>Grace stated that the April Newsletter was all set for publication and would be mailed out before the end of the month.</p> <p>There was discussion concerning charges for postings of job openings in the newsletter. The Board agreed that if a member wanted to post a job opening there would be no charge; however thee would be a charge if a job search firm wanted to post a job opening.</p>
Web Site	<p>Dave stated the TWC is now the host for our web site and that the domain has been renewed for a year. There was also some discussion that there were errors on the site. Dave agreed that he would clean up the site</p>
Student Section	No report
New Business	No report
Action Items	<p>Obtain Fellow requirements for National Actionee: Joe Hanley</p>
Next Meeting	<p>April 3, 2007 6:00P.M Flat Iron Café Middleboro <i>Note: Monica e-mailed a map showing directions to the Café.</i></p>

April 2007 Minutes

Location: Flat Iron Café Middleboro Ma

Date / Time: April 3 , 2007 6:03 – 8:00

Attendees: Jim Donaldson Monica Morrissey Gerry Quinn Grace Kish
Dave Gaugler Alin Darabus Aaron Snyder Denise Robitaill (chair)
Joe Hanley Dick Anderson Lee Thompson

Absent: Alin Darabus Aaron Snyder

Discussion Items

- Secretary: The minutes were accepted unanimously with corrections.
- Chairperson Denise congratulate all on the Section being awarded the Gold award by National. There was a small discussion about it being put on the web site and in the newsletter. Since we have already been awarded a similar, but lesser, award the discussion centered on whether both awards should be affixed to the newsletter and the web site. It was unanimously agreed that both awards should be shown. Denise also stated that the award should be mentioned at the April dinner meeting. National is also going to make a presentation at the Orlando conference and Denise stated that she was planning to attend the conference and would accept the award for the Section.
- Treasure Monica passed around a Treasurers Report that showed an overall checking account balance of \$15,447.92 as of the end of March which is an overall loss of \$3,555.33 for the fiscal year.
- Membership There were no new member enrolled in the Section as reported by National to date. Lee has also sent the welcoming packages to the 2 new member reported in last months minutes.
- Education Jim reported that the CQA course has 3 definite students with 2 additional students that look as though they will be members of the class when the session begins. They have not enrolled as of this date because of money matters at their companies. DCMA has an additional 10 auditors that are awaiting a decision from the government before enrolling. Grace stated that she will send an e-mail to government managers stating that they must enroll soon so that they will not miss the “drop dead date” for enrollment.
Relating to the CMI course, Jim has not heard from the original contact so there has been no movement on making that course a reality although Monica has a candidate for the course.
Joe stated that he has talked to John Limieux at Electros witch and that course on process auditing is a “go”. It will be conducted on the 19th &

20th of April. It will run from 1:00 to 4:30 both days. Joe is scheduled to meet with John on the 13th to go over subject matter

Arrangements Ms. Joan Coon conducted a talk on “Critical Thinking” for the March dinner meeting at LaCasa Mia in Raynham which was reasonably well attended and gave the attendees much to think about.
The April monthly meeting will be held at the Fireside Grill in Middleboro on the 18th of April. The topic for the night is scheduled to be “How Lean Supports Continual Improvement” and will be given by Mr. Bruce Hamilton.
After some discussion on the subject a motion was made by Joe that read “Motion to award a free dinner and a certificate to any member attending 90% of the dinner meetings over the past three years.” The motion was tabled until a roll of the meeting attendees, over that period of time, could be assembled. Monica stated that she had that information and would assemble it in a work sheet.

Scholarship Gerry reported that he had just receive an application for the son of a member.

Cert/Recert During the month Gerry approved recertifying a member for their Certified Quality Manager and Certified Quality Engineer certificates.

SMP A 2007/2008fiscal year SMP management plan was passed out by Jim.

Newsletter April newsletter has been mailed.

Web Site No report

Student Section No report

New Business A motion was made and passed that the May e-board meeting would spend 45 minutes on regular business and the remaining time on the budget for the coming year.

Action Items

Obtain Fellow requirements from National
Actionee Joe Hanley

Submit the names of the new officers to National
Actionee Joe Hanley

May 2007 Minutes

Location: Flat Iron Café Middleboro Ma

Date/Time: May 1, 2007 6:10 – 8:30 P.M.

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

Absent: Alin Darbus Denise Robitalle Aaron Snyder Dick Anderson

Discussion Items:

Secretary: The minutes were accepted unanimously with corrections.

Chairperson: No input

Treasurer: Monica distributed a Treasurer's report for the month of April that showed the Section has again of \$1,997.35 gain in the M&I account with a starting balance \$19,667.35 and an April closing figure of \$21,494.72. Our checking account shows a year to date loss of \$4,508.56. Starting balance for the checking account was \$19,003.30 and the April closing balance was \$14,911.78. Input for the month totaled \$1,412, outputs came to \$1,100.

Membership: Lee planned to send welcoming packages to the four new members.

Education: A CQA course is in the planning stages that will start in the Fall and coincide with the December certification exam. Jim also stated that there is some interest showing for a six sigma course that will probably start in the Fall and be taught by Aaron. Finally, a company in Taunton has showed interest in an auditing course that would be taught in-house probably by Joe.

Arrangements: No input

Scholarship: Gerry stated that he would send the one application he has received to the committee members for evaluation.

Cert/Recert: There is a certification exam scheduled for June 2nd at Bridgewater. Currently, there are three examinees scheduled for the CQE exam, eight for the CQA test and one for the Greenbelt.

SMP: E-board members reviewed last fiscal year's budget and discussed a budget for the coming fiscal year. The budget as passed indicates that the Section will be running at approximately a \$5,000 deficit. None of the attendees were happy with the budget and more discussion will be scheduled for the June E-Board meeting.

Newsletter: Grace was awaiting some input prior to sending out the newsletter

WebSite: No input

Student Section: No input

New Business

Grace passed around a paper the contents of which would be a major requirement to be used by the Arrangements Committee member when discussing with meeting space personnel. A motion was made to accept the contents of the paper as a prerequisite when negotiating meeting space. The motion was passed unanimously.

Next Meeting: June 5th 2007 6:00P.M.
Flat Iron Café Middleboro Ma.

Location: Flat Iron Café Middleboro Ma

Date/Time: June 5, 2007 6:03 – 7:59 P.M.

Attendees: Jim Donaldson Monica Morrissey Gerry Quinn
Grace Kish Joe Hanley Lee Thompson Alin Darbus
Denise Robitalle (Chair)

Absent: Aaron Snyder Dick Anderson Dave Gaugler

Discussion Items:

Secretary: The minutes were accepted unanimously.

Chairperson: Denise passed out thank-you gifts to all members of the E-Board which was appreciated by all.

Treasurer: Monica's treasurer's report shows that the M&I account stands at \$21,665.29 which is a \$495.69 gain since last month. The checking account shows a monthly gain of \$1,008.49 and a year to date loss of \$3,500.07. Inputs for the month totaled \$2,300, output was \$628.

Membership Lee stated that the section had seven new members and he planned to send them the welcoming packages. He also noted that there were ten unpaid members in the section.

Education: Jim reported that there were three members who pre registered for the CQA course which is scheduled to start in the Fall. He also said that David Muse was willing to teach discipline.
Joe has been preparing a course on auditing for Bureau Veritas in Taunton of which Mr Muse is the General Manager. Joe plans to review the course material with him on June the 12th. He hopes to be able to report a starting date and time at the conclusion of that meeting.

- Arrangements:** Aaron, via e-mail, stated that he would announce the June meeting to all the members by way of an e-mail blast. It was encouraged that he do so. Monica we notify him of the boards approval and will supply him with any names and e-mail addresses that he may need. Along this line Alin reported that Jay Patel was announcing the meeting to all NEQC members via e-mail . Both Alin and Lee visited the Charlie Horse to review the meeting space and the menu. Alin said that there was a possibility that a Mr. Jack Reardon would be the September speaker on the subject of R & R studies.
- Scholarship:** Gerry has received seven applications. These will be given to the evaluation committee to determine who will receive the scholarship. There was a discussion as to whether the membership was aware that applicants could reapply. Grace will put a blurb in the next newsletter clarifying the re-application philosophy.
- Cert/Recert** There was a certification exam on Saturday, June 2nd, all 12 examinees were present. Gerry also stated that he had one recertification for calibration.
- SMP** Jim passed out a current SMP 2006/2007 plan that showed the section had met at least 75% of its goals. There is one month to go before the plan is completed and by that time the section should be at, or close to, 100% in achieving the goals it had set. A 2007/2008 plan has to be submitted to National by the first of September, the current one must be submitted no later than October 1. Jim also said that he would get the names of the committee members names and membership numbers to the Secretary for submittal prior to the 30th of June.
- Newsletter:** Grace sated that the newsletter was printed and was ready for mailing. It was to be picked up and mailed on the 6th of June.
- WebSite:** Dave was not present because of a virus in the sections web page. The board voted that he could spend the money to employ one of the providers masters to resolve the problem if he was finding it difficult to fix in a short time.
- Student Section:** No input

New Business: The board re-looked at the proposed 2007/2008 budget. There was much discussion on several items in it. In summary the attendees voted on and approved the budget with the following changes;

Increase Dinner meetings by \$5 to \$25

Increase the M&I account by \$900

Reduce the Newsletter budget by \$2080

Reduce the E-Board budget by \$700

The above changes will mean that the section will still be running in the red but educational courses, if realized, will put the section back in the black.

Next Meeting: August 7th 2007 6:00 P.M.
Flat Iron Café Middleboro Ma.

September 2007 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: September 5, 2007 / 6:10 – 7:40

Attendees: Jim Donaldson Monica Morrissey Gerry Quinn
Dave Gaugler Aaron Snyder Lee Thompson
Rose Perry Denise Robitaille Grace Kish

Absent: Joe Hanley Dick Anderson Alin Darabus

Discussion Items:

Secretary: August minutes were accepted

Chairprson: The Ideas to Action call for the national conference will be declined if there is no response by the 11th of the month.

Treasurer: No report as the account was just transferred to a business account on 31-Aug-07.

Membrship: There were three new members this month. Lee was informed by Cynthia Nazzario that our 79% member retention rate is excellent!

Arrangmnts: There is a September speaker, but not one for October. Are there any volunteers, perhaps a call for speakers in the newsletter? There was discussion about adding more raffle/door prizes to the dinner meetings. Our goal would be two prizes per dinner.

Scholarship: Nothing new to report.

Cert / Recert: Nothing new to report.

SMP: Given to National by due date, same goals but with a few added notes.

Education: Jim needs to outline the CQA course. Joe is currently teaching an internal auditor course at Bureau Veritas. Aaron will structure his 6σ materials and work on timing a course.

Newsletter: Rose is taking over for the October newsletter. The September letter is going out on the 6th. Expect an early request for information for October. Dinner price increases have been posted. There will be a call for speakers posted.

Student: No report.

Website: Jim cannot handle learning code while still managing the education chair.

Audit Chair: Nothing new to report.

Nomination: Denise has agreed to accept this position! The committee will be announced in January.

Recognition: Aaron has agreed to accept this position! There will be end-of-year recognition for things like attendance and outgoing chairs.

OPEN Action Items from Last Meeting:

We need to court an education chair and a backup web administrator.

Develop a list of past scholarship winners. (The checkbook may help.)

Contact Massasoit about a new student chapter.

New Business:

The dinner contract needs to be used and attached with the bill each time before payment is issued.

Jim will email new certification members regarding membership on the eboard.

Need to find raffle/door prizes. Perhaps Quality Progress has books to donate?

We need to create a schedule for agendas like the nomination list, budget discussions, SMP due dates recognition planning and scholarship announcements.

Aaron will email blast dinner information on the Monday before the meeting, in addition to a date two weeks prior to the dinner.

FYI:

Aaron will speak about Lean at the September meeting of the Society of American Military Engineers.

Action Items:

Grace/Jim need to get "ownership" of the bank account transferred

Grace order more Q cards (ask Denise)
contact Massasoit about a student chapter

ALL a speaker is needed for October

Next Meeting:

October 3, 2007 6:00 pm The Flat Iron Cafe in Middleboro

October 2007 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: October 3, 2007 / 6:10 – 8:00

Attendees: Jim Donaldson Monica Morrissey Gerry Quinn
 Dave Gaugler Dick Anderson Lee Thompson
 Rose Perry Denise Robitaille Grace Kish

Absent: Joe Hanley Alin Darabus Aaron Snyder

Discussion Items:

- Secretary: September minutes were accepted

- Chairprson: Presented milestones calendar, would like to put it on the website.

- Treasurer: July and August M+I report given. Confusion with the account changes,
 expect report for next month. Suggested we transfer some of our cash into the M+I account to earn interest. CD's are also an option.

- Membrship: There was one new member this month. Read letter for approval to be sent to "unpaid" members. Approved and will start for November.

- Arrangmnts: October dinner at La Casa Mia. Contract to be used and attached to each dinner bill. Need to discuss speakers and restaurants at next meeting.
 Lee found La Nossa Casa, Monica maybe Tuscan house (rotary club there) and Jim checked out the Chicken House.

- Scholarship: Discussion of proposed revI. Changes to be presented in November.

- Cert / Recert: Four people sitting for exams in October.

SMP: Presented.

Education: Joe finishing up course at Bureau Veritas. CQA course planned for three students. Denise to teach, Jim is backup. David Muse is also certified to teach this course and has volunteered.

Newsletter: October newsletter mailed. Discussion about where to post job advertisements. \$40 fee in newsletter, free advertising on web site.

Student: No report.

Rose Perry Aaron Snyder Grace Kish

Absent: Jim Donaldson Alin Darabus Denise Robitaille

Discussion Items:

Secretary: October minutes were accepted, with the change of Quality Progress to Quality Press.

Chairprson: Joe is filling in for Jim, who is away on business. Joe presented the milestones calendar for review. After discussion it will be place on the website (as a new page) along with a link to the SMP.

Treasurer: September and October reports given. (They were later amended to include the cost breakdown for the dinner meetings.) The M+I gained \$390.07 for the fiscal year. The “old” account was reopened with a deposit by National, along with a \$12 fee imposed by the bank. We are still awaiting payment from the recent course. Revisited the idea of putting “free” cash into CD’s. It was decided to put \$3k into one 6 moth CD and \$3k into one 9 moth CD with rollovers to allow access to the cash at 3 month intervals.

Membrship: There were 2 new members, one student and one organizational member. There were 4 “unpaid” letters sent. We are aware of one “unpaid” success story – congratulations Lee!

Arrangmnts: Lee will be taking the November dinner reservations. A December eboard meeting has been planned. There was a great deal of discussion regarding the joint meeting with RI in January. The 70 person seating capacity of the restaurant resulted in several of our members being asked not to attend, unless they were absolutely certain that they would be doing so. As a group,

we decided that we would prefer to have a roundtable discussion instead. The nine attending eboard members all agreed.

Scholarship: Revision I was presented for review. There are a few minor changes to be made and it should be finished.

Cert / Recert: Four were scheduled for October, only two attended. Eight are scheduled to test in December. The exam schedule for the next two years has been posted by National. Gerry will be contacting BSC for a contract for the coming years.

SMP: Nothing new, but Rose will generate a protected PDF and it will be added to the website.

Education: The internal auditing course has finished and the CQA blitz is ongoing.

Newsletter: The printed generated an excess of newsletters this month. Rose contacted Ercan and sent 20 copies for the student chapter. We have decided to sent 10-15 copies to him each month. The November letter has already been mailed. There will be a short December newsletter after the next eboard.

Student: No report.

Website: SMP may “fit” better in the chairman’s corner page of the website. Regarding the requests from National to provide member contact information, we have decided to take no action. In the future, it is our policy not to disclose member information.

Audit Chair: Nothing new to report, but he would like to suggest that the treasurer prepare the first quarter report. It will reduce potential problems at year’s end.

Nomination: Denise has chosen Gerry and Dick for the committee. Their first order of business was to recommend that the officers serve two year terms instead of one. All officers have accepted the two year term.

Recognition: No report.

OPEN Action Items from Last Meeting:

Finalize the milestones calendar.

Need a liason to work with Ercan to revive student chapter.

New Business:

Review the “old” arrangements procedure.

Action Items:

Grace approval given to purchase raffle items from ASQ, try to maintain a \$15 limit

review survey results for roundtable discussion topics
prepare the first quarter financial report
transfer \$6k into two CDs

Dave dinner dates are wrong on web from March 2008 on post SMP and calendar (when complete)
bring t-shirts for raffle prizes

Gerry correct 3.2.1, 3.3.2, 3.5.2 and a typo to 3.4.3
work on scholarship list for historical purposes

- Rose continue to send 10-15 additional newsletters to the student chapter
December newsletter to include a call for nominations, review Grace's
wording from last December newsletter as a reference.
- Monica contact Lorenzos about the contract (do they have a copy?)
- ALL consider speaker topics and speakers for January and beyond
review arrangements procedure below for next meeting

Parking Lot (Items tabled for discussion)

3. Contact Massasoit about a student chapter.
4. We need to court an education chair and a backup web administrator.
5. Develop a list of past scholarship winners. (The checkbook may help.)
6. Dave has the t-shirts!!!

Next Meeting:

December 5, 2007 6:00 pm The Flat Iron Cafe in Middleboro

ARRANGEMENTS PROCEDURE per Bill Dansereau

INTRODUCTION:

The intent of this procedure is to aid the Arrangements Chairman in the organization of a monthly dinner meeting.

RESPONSIBILITY:

At the time of this writing, it was the Goal of this Arrangements Chairman to attempt to monetarily break even at every dinner meeting. Due to many extenuating circumstances such as Restaurant minimum attendance for a private room, no shows and or poor attendance, this Goal may not always be attainable. The Executive Board voted in an "Not to Exceed Limit of \$200.00" per meeting. No dinner meeting will be run at a loss great that \$200 without the prior vote and acceptance of the Executive Board.

SCHEDULE:

The ASQ dinner meetings at typically held on the third Wednesday of every month from the months of

September to June. By maintaining this schedule our members can easily plan on attending meetings.

The Arrangements Chairman attempts to schedule three monthly meeting locations in advance in order to properly advertise the meeting through our newsletter and web site.

The best method for allowing members to sign up for a dinner meeting is by publishing an email

address.

The following Restaurants have provided ASQ Olde Colony with excellent service in the past and have met the goal of breaking even at dinner meetings. Please note that Ann's Place cannot accommodate the third Wednesday of the month, has a minimum attendance of 25 for a private room.

LOCATION:

Dinner meeting locations are chosen based on the demographics of where our members work. History shows that by moving the meeting around that attendance does not fluctuate. There is a core group of members that tend to attend most meetings.

YANGTZE CHINA –
266 S. MAIN Street
W. Bridgewater, MA
508-583-9020
KENNY

Lorenzo's
500 W. Grove Street
Middleboro, MA
508-947-3000
Linda

Gary's Restaurant
115 South Main Street
West Bridgewater, MA

Bailey's Surf & Turf
3056 Cranberry Hwy
Wareham, MA
508-295-1700
Diana Omilia Owner

Mary

COST:

The dinner meeting cost has been held to \$20.00 over the past three years. Any increase or decrease in dinner meeting costs should be discussed with the Executive Board. ASQ accepts checks from the membership, made out to "ASQ OLDE COLONY SECTION".

RUNNING THE MEETING:

The Arrangements Chairman is responsible for collecting the money from the members and issuing a dinner receipt worth 0.3 RU (Re-Education Units). These receipts are extremely important to the members that hold ASQ Certifications.

Meet with the restaurant manager or server that will be handling the meals. Instruct the server if soft drinks are included in the tab and insure that the members know.

Count the money and checks collected and document on the meeting attendance sheet. Ask a member of the Executive Board to re-verify the cash and check receipts and co-sign the meeting attendance sheet.

Try to have the members sit down by 6:15 PM so the servers can take the dinner order. We'd like to have the meal start by 6:30 PM and complete by 7:30 PM.

After the meal is complete and before dessert is served is when the Guest Speaker should be introduced.

The speaker should limit the topic to 45 minutes including questions.

CLOSING THE MEETING:

The Restaurant dinner check should be given to the Chairman or Secretary in attendance, for payment.

It is permissible to utilize the cash collected at the meeting to pay all or part of the check.

It is the Arrangements Chairman's duty to report on the financial status of the dinner meeting at the next Executive Board Meeting.

December 2007 Minutes

Location: The Flat Iron Cafe, Middleboro, MA

Date / Time: December 5, 2007 / 6:05 – 7:30

Attendees: Joe Hanley Monica Morrissey Gerry Quinn
Dave Gaugler Peter Dell Lee Thompson
Rose Perry Grace Kish

Absent: Jim Donaldson Alin Darabus Denise Robitaille
Dick Anderson Aaron Snyder

Discussion Items:

Secretary: November minutes were accepted.

Chairprson: Joe is filling in for Jim, who is away on business. SMP posted on website.

There was some discussion as to whether or not the most current version is available. Joe will check his stats.

Treasurer: November report presented. National is still depositing money into the old

account. If the December payment goes into the new account, she will close the old one

again. Joe suggested she contact the president of ASQ if it not corrected. The M+I gained

\$419.90 for the month of October with a fiscal year gain of \$809.97. The checking accounts

show a gain of \$368.64, with debits totaling \$793.36 and credits totaling \$1162.00. We are

still waiting on payment for training course (foul up on federal payer ID name and address).

We had sixteen members for the November dinner meeting and posted a net loss of \$27.97.

Peter stated that we should not be paying tax on meals, as we are a nonprofit organization.

Membership: There were 2 new members. Grace suggested that we contact the “undeclared” section members.

Arrangements: Lorenzo’s food and service were great. Lee needs contact info for Huckleberries in January. Peter Dell is our February speaker.

Scholarship: Changes have been made. The effective date will be added and sent to Dave for posting on the web. The scholarship committee slate will remain unchanged for next year.

Cert / Recert: Exam Dec. 1st with Peter Dell proctoring with Gerry. Eight were scheduled, four CQA’s and four CQE’s, one CQE did not show up. The room price at the Moakley Center has finally increased. The current contract is for two sessions only.

SMP: Nothing new to report, unless there is a more recent version.

Education: No report. Continue to advertise for a spring CQA. course.

Newsletter: Newsletter to be mailed on Dec. 8th. No December dinner meeting.

Student: No report.

Website: Proprietary info added to the site under the chairman's corner for the SMP information. All – please review and comment.

Audit Chair: No report.

Nomination: Nominations made, call to go out to membership in newsletter.

Recognition: No report.

OPEN Action Items from Last Meeting:

Finalize the milestones calendar
Transfer \$6k into two CD's
Prepare the first quarter financial report

New Business:

Review the “old” arrangements procedure – Monica to update and present.
Motion carried to move March dinner meeting to fourth Wednesday, the 26th.
Joe made a motion to allow the treasurer to spend up to \$50 for buying flowers for eboard members and their spouses for condolences, bereavement, get well, etc. Voted and motion carried.

Action Items:

All Review proprietary comments regarding the SMP on the website
 Consider speakers and topics for March and beyond

Monica Contact Huckleberries and arrange for January dinner

Gerry Give recent scholarship recipient info list to Rose and email to Dick

Rose Newsletter to call for nominations

Parking Lot (Items tabled for discussion)

7. Contact Massasoit about a student chapter.
8. We need to court an education chair and a backup web administrator.
9. Develop a list of past scholarship winners. (The checkbook may help.)
10. Need a liason to work with Ercan to revive student chapter.

Next Meeting:

January 9, 2008
(date was unanimously approved)

6:00 pm

The Flat Iron Cafe in Middleboro