|  |  |  |
| --- | --- | --- |
| Present: (Call-in meeting) | Crystal GrahamRichard Van DoelDebra Green Holly M. CouchHarry Rowe | Shirley RohnkeJim GrimesLarry ArnoldJoe LucasDon McGowan |
| Call to Order: | 5:40 pm | Adjourn: | 7:40 pm |
| Next Meeting: | Sep 4, 5:30pm |

# Announcements

None

# Agenda

**Secretary** (Holly M. Couch) – 5 minutes

* Read Past Minutes (approved)

**Treasurer** (Deb Green) – 10 minutes

* Report
	+ Audit due Sept.1 – Need to schedule date (Crystal to follow up with Jemmie)
	+ Jemmie to purchase laptop next week once he returns from vacation
	+ Transition – Deb to schedule meeting with Jemmie @ the bank (Deb to be transitioned by Aug 31st)

**Program** (Elizabeth Robinette) – 10 minutes

* Report
	+ September speaker Nick Warren on Failure Analysis Lab has agreed to be recorded for posting onto website
	+ Jemmie has volunteered his tripod and HD camcorder. We need a microphone and recorder device**.** Proposed solution is to have a separate audio recording device on the speaker with a microphone. Jemmie can then merge the audio from the audio recording device with the video from the camcorder.
	+ The intention is to post a short pre-event video/audio on the website and post 1 hour presentation (when presenters agree to be recorded and published)
	+ Concern about who will be doing this long term, after Jemmie is no longer available. Programs will manage, and we may possibly need to create a new position for this role in the future.
	+ **Vote: Purchase a microphone and recorder device for not more than $175. – PASSED**

**Membership** (Shirley Rohnke) – 10 minutes

* Report
	+ Total 685 members, 9 new, 147 unpaid
	+ Shirley to start sending reminder emails to unpaid members
	+ Retention percentage only available for 2010.

**Education** (Don McGowan)– 10 minutes

* Report
* Working to schedule 5 courses for this fall – Don to provide list to Elizabeth
* A volunteer letter has been drafted for recruiting an Online Education Committee – Harry wrote, Don needed to review, Hady to send email to members and post on media outlets
* Committee forming – Try to have a proposal by January 2013
* Need to resolve payment issue (Quality Council of Indiana, not ASQ)

**Scholarship** (Hady Riyanto) – 10 minutes

* Invitation for scholarship to Rose Hulman and Purdue students who may have quality related majors

**Web Liaison** – 10 minutes

* Quickbooks CD – installation not started yet, waiting for ASQ Laptop purchase
* Transition of Web Liaison functions (Joe to Deb) – Ready to meet in the next week or so
* Provide Deb w/ outline of Transition Checklist – Joe to provide when they meet
* ASQ association email address updated for board (elected positions are up to date) – Joe to teach Deb

**Web Master** – 10 minutes

* Website address sent out last week with demo website (<http://67.199.47.233/>)
* Teleconference meeting tomorrow (8/8) @ 3pm to discuss to refine website
* Goal to have this up for the Exec meeting in September
* Would like to go live in time for Sept meeting registration

**VoC** (Harry Rowe)– 10 minutes

* Solicit input for the 2012 VoC survey (no feedback provided yet) – target to send out in September
* Maintain continuity with key questions, then reduce overall length and clarify some questions
* Survey will still be an email, would like to link it to individuals membership.
* Will provide expected duration and a progress bar during survey. Goal is to reduce survey length.
* Consider selecting a portion of respondents for an interview to provide more detailed responses.
* Transition checklists & position descriptions: This is on last year’s business plan to have these available. Several are still delinquent.
* Responsibilities of Attendance Chair will move into Treasurer position (or whomever collects payment at meetings).

**Chair** (Crystal Graham) – 30 minutes

* Report
	+ 10/6/12 – CSI participation with ASA (American Statistical Assoc)

<http://www.CelebrateScienceIndiana.org>

* Hady has sent email to members and posted on media outlets requesting interest from ASQ members to participate in this event. (3 members would like to participate and 1 request for more information)
* Would like to make this an annual event. This year, make it available to membership to volunteer participation. Next year, try to put something together as ASQ to present.
* **Vote: Pay $200 towards a $400 10’ booth to participate jointly with ASA during the October 6th CSI. – PASSED**
* Business Plan for 2011-2012 due to National in Sept. Only role descriptions still pending.
* Business Plan for 2012-2013 is due to national in Oct. – individual meetings took place between Section Chair and those Chairs identified w/ specific goals outlined in the business plan

Draft was sent to SLC for reviewing prior to board meeting.

* Need to add linkages when multiple objectives are achieved via a single activity. Will add numbering to show this linkages.
* Crystal will update and email to everyone. We will vote next meeting.

**Walk Ins**

* None