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| Present: | Holly M. Couch  Crystal Graham  Joelene Smith-Drake | Call-in:  Harry Rowe  Jim Grimes  Paul Pringle  Shirley Rohnke  Larry Arnold | |
| Call to Order: | 5:40 pm | Adjourn: | 7:02 pm |
| Next Meeting: | April 2, 2013, 5:30pm | | |

# Announcements

None

# Agenda

**Secretary** (TBD) – 5 minutes

* Past Minutes sent out prior to meeting – **Approved**

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

* Report
  + Have $21,000 approximately in checking, $9,170.41 in savings, $63,858.98 in CDs and new account for EventBrite balance is $3,200.00.
  + Audit was successfully completed on time. Everything balanced, outstanding PayPal and EventBrite. Transfer from these is manual at this time. Process for incoming treasurer needs to be improved.
  + Income from memberships was $11,000.00 (we receive $XX per person) and the dinner meetings are $500-$600. In the future National should be informing us what the money is against.
  + Discussion on the amount of members we have and how much we get from National for members. We decided we most likely get $1000.00/month for members.
  + Crystal presented the costs incurred for the EventBrite service. It appears that costs are about 10% to utilize EventBrite. Discussed to evaluate costs this summer. **Motion**: to continue with EventBrite for the remaining meetings and in June/July evaluate costs and use of EventBrite. Will gather a team to look at the data available and make new suggestions **Motion passed**

**Arrangements** (Larry Arnold) – 1 minutes

* Meeting will be on the main floor again. Holly will do check-in.
* Cut-off for registration is Friday 3/8/2013
* Crystal will contact Joe to get the next meeting on the first page
* Crystal will contact Hady and ask him to remind people to register by Friday
* ASQ contacted Harry about filling in a survey to get on the IBJ about local professional organizations. Harry and Crystal will look into the requirements.
* Awards banquet is usually in May which would be the week after the WCQI. Suggestion to look into going to the Tuesday evening event at WCQI as a banquet and recognition. If this doesn’t appear to be an option then we could move the awards banquet to September. Harry to look into the WCQI

**Program** (Elizabeth Robinette via email) – 20 minutes

* Report
* 2012-2013 Programs in place through April 2013
* All but 2 program slots filled for 2013-2014

Prep Work for Dow Mixer (that will take place during World Conference):

* 250 White/black checkered race car pens ordered/received/paid for (Bentcil) to be given at Dow Mixer
* Dan Bridget’s company has agreed to design retractable banner pro bono.
* Sourcing company to print/put together retractable banners.
* Hope to have these prior to end of April for Dow Mixer.
* Would like to leave Program Chair role 2013-2014—with programs filled.  This would allow new Program Chair to focus on 2014-2015.  If momentum could be maintained, program chair role can be simplified and make use of other members’ networks.
* March meeting will have 3 program speakers representing ASQ Divisions.  multiple speaker gift cards will be acquired by Holly

**Membership** (Shirley Rohnke) – 5 minutes

* Report
  + December 2012: New members 32, total members 694
  + Uploading member lists with Joe
  + 4 SLC members are not volunteers for WCQI (Holly Couch, Richard van Dole, Dan Dickenson, Hady) Joe Lucas and Lou Ripley are on waitlist.

**Education** (Crystal)– 5 minutes

* Report
* Auditor Course offered to start April 13 for three weeks. Will have a teacher for Auditor class by the end of the month
* Crystal will ask Hady to market Auditor Course
* Reimbursed 3 people who registered for last week’s class, which was cancelled due to lack of people.

**Scholarships** (NA) – 0 minutes

* Report
  + No report

**Publicity** (Crystal) – 2 minutes

* Request to market for secretary position

**Web Master** (Crystal) – 15 minutes

* Would SCL members be interested in publishing their contact information
* Trying to recall if there is an email list for Indy ASQ

**Voice of Customer** (Harry Rowe) – 5 minutes

* On governance page you can now search documents (key word, document type, department, officer or chair owner, year, work flow state)
* Section Metrics now available on website. Holly to provide monthly meeting data to Harry.

**Officer Transition**

* Crystal announced that Jemmie will not be able to fill chair role in 2014 year. He is willing to continue with the video and other items to help with the meetings. Crystal would like to discuss what to do for 2014. Holly would step into chair and Crystal would co-chair, Joelene would step to treasurer, we would need to recruit for secretary. Would we want to vacate the co-chair person, or recruit a co-chair. Plan forward is to recruit a secretary May 2013 to December 2014, Joelene to move to treasurer May 2013 to December 2014, Holly move to vice Chair May 2013 to December 2014, and recruit a Chair person for 2014. Crystal has the paperwork for informing and reporting to national the status of the SLC.