|  |  |  |  |
| --- | --- | --- | --- |
| Present: | Joelene Smith-Drake  Joe Lucas  Shirley Rohnke  Harry Rowe  Crystal Graham  Jemmie  Rick Van Doel  Paul Pringle  James Li | Call-in:  Elizabeth Robinette  Larry Arnold | |
| Call to Order: | 5:37 pm | Adjourn: | 6:46 pm |
| Next Meeting: | June 4, 2013, 5:30pm | | |

# Announcements

Julia Couch born April 29 at 5pm, 6 lbs 15 oz

# Agenda

**Secretary** (Joelene Smith-Drake) – 5 minutes

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

**Treasurer** (Crystal) – 5 minutes

* Report
  + $18,332.13 in checking, $9,171.59 in savings, $63,858.98 in CDs and new account for EventBrite/PayPal balance is $3,219.06.
  + Discussion on what to do with that savings account will occur after the World conference.
  + Quarterly cash reporting due for 1st quarter was completed
  + Jeff Lopez ( instructor for CQA) has sent a check request

**Arrangements** (Larry Arnold) – 10 minutes

* Appreciation night for the WCQI site committee:
* Larry to purchase the tickets for the WCQI dinner. Will only need to purchase tickets for spouses that are not on the committee.
* Harry and Joelene will be attending the Member leader training Satruday before the WCQI
* SLC Awards event:
  + June 30, Sunday 3:00
  + Bring a side dish, appetizer and any drinks other than wine
  + Event to be held at Shirley’s home
  + Larry and Crystal will be sending out an invite after the WCQI

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

* John Laurence Busch has a historical talk on quality will be on the schedule for 2013.
* James Li has volunteered for the Program Chair person for 2013
* Possible tour for next year could be Dow AgroSciences. James to contact Joelene
* Fall Mailer: need to make best use of mailing by having classes lined-up prior to mailing (need to mail by September). James and Elizabeth to

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

* Report
* work on getting
  + April 2013: New members 35, total members 722 (151 do not allow emails)
  + Uploading member lists by the month
  + Need to talk with Joe about deleting members
  + New member greeting committee – advertising this through emails
    - This group would be contacting new members in hopes of getting them more involved
    - Sharon Adams has volunteered to help with this

**Education** (Crystal)– 5 minutes

* Report
* CQA Auditor Course was run
* 6 people signed up

**Scholarships** (NA) – 0 minutes

* Report
  + Crystal and Holly to check mailbox

**Mixer**

* Table for Indy ASQ Elizabeth has the pens and banners
* Joelene needs 2 people to man the doors at the mixer. Crystal sent a request for volunteers to count at the door.

**Publicity** (Crystal) – 2 minutes

* Secretary position marketing requested
* Dow AgroSciences mixer marketing requested

**Web Master** (Joe and Paul) – 1 minutes

* Add James Li to Indyexec email
* Add a VOC, education chair, program chair, certification chair (is the proctor chair), recertification, membership, arrangements chair, email addresses for these. Paul asked about abbreviating or taking off chair on email addresses.
* Movements of 10 quality tools and social responsibility documents need to be posted on website.

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

* Section metrics updated and posted
* Added membership by month and meeting attendance
* Number of people involved and number of organizations served data is a good idea but how to capture this data. Is a area in the business plan Activity 31.
* End of year VOC will be going out in May. Comparing beginning of year to end of year.
* Satisfaction surveys sent from CQA course and data will be tabulated later.
* Data on attendance at meetings along with how many were walk ins and registrations. Additional data was sent out about number of meals were charged.

**Vice President**

* Business Plan was sent out by Crystal
* **Three open items: 1) education courses needs to be tabulated 2) posting of social responsibility documents on website 3) posting of 10 quality tools on website**

**Officer Transition**

* Transition in May – only office not filled is secretary. Crystal to follow-up.
* Crystal willrequest for volunteers for the SLC Board at the general meeting: Elizabeth as Chair Person, Holly as Vice Chair and Joelene as Treasurer from July 2013 to December 2014. **Motion to vote the new board, seconded and carried**. Crystal to contact John Murphy to swear in the board members at the party at Shirleys.
* **Motion to vote 3 advisors for term of July 1, 2013 to December 31, 2014, Richard Van Dole, Debbie Klimaszewski, Jim Grimes. Seconded and carried.**

**Other** – Items for future meetings: Next year (2014) our board members would be transitioning December January instead of June to August. Discussion on what to do with that savings account will occur after the World conference. Additional discussion around the meeting notice data will be brought at future meetings to discuss the charge for the class. Maybe add registration information on the program?