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| Present: | James Li  Elizabeth Robinette  Deborah Klimaszewski  Holly Couch  Harry Rowe | Call-in:  Paul Pringle  Jemmie Wang  Luke Stark  Jim Grimes | |
| Call to Order: | 5:41 pm | Adjourn: | 7:24 pm |
| Next Meeting: | August 6, 2013, 5:30pm | | |

# Announcements

# Agenda

**Secretary** (Joelene Smith-Drake transferring to Arpan) – 5 minutes

* Past Minutes sent out prior to meeting – Elizabeth reviewed the minutes from the last minutes meeting - **Approved**

**Treasurer** (Holly transferring to Joelene) – 10 minutes

* Report
  + $17,068.70 in checking, $9,171.59 in savings, $63,858.98 in CDs and new account for EventBrite/PayPal balance is $3,219.06.
  + Action: Joelene to look at moving the additional money in checking into the savings account if checking does not provide interest.
  + Transfer of treasure responsibilities from Holly to Joelene. Bank signatures are completed. Only two people on the checking account so we need to decide if we need others on the bank account.
  + Holly checked the PO box
  + CDs are due and if we need to change this we need to make a decision. No action was discussed and no action for the movement of the CDs.
  + Action: determine if the there is more than one key for the PO box.

**Arrangements** (Elizabeth) – 10 minutes

* + Move: As a group we are supporting September speaker for gas mileage as long as it does not exceed the government rate.
  + Excess money set aside from the world conference was not spent and will be left in the savings account.

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

* Elizabeth transferring responsibilities to James Li
* James was in attendance for the meeting

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

* Report
  + June 2013: New members 13, total members 702, 91 are unpaid
  + Shirley writing instructions on how to upload. Need Joe to help with deleting from the
  + Kathleen Adams has volunteered to help with new member committee.
* Business Plan – Section Goals and Objectives
  + **Action: Holly to check on the latest version of Business plan**
  + Harry brought up standard greeting to be defined for greeting of new members. He is interested in gathering some voice of the customer for those new members.
  + **Action: Harry and Shirley to work up some questions.**

**Education** (Elizabeth)– 5 minutes

* Report
  + Dan B. has volunteered to run CQIA course pro-bono similar to that done in the past.
  + Need to find out what other courses we will be offering for 2013 and 2014. Would like to know this prior to the mailings.
  + Holly recommended a study table idea where someone wants to take the exam and would need help with some content of the courses.
  + Deb introduced the idea of having a webinar for content of the courses.
  + **Action: Holly to contact Don about some options for other forms of courses.**
  + Mailing to be finalized by end of August
  + First dinner meeting for ASQ is September 10

**Scholarships** (Elizabeth) – 5 minutes

* Report
  + One application in PO box
  + **Action: Holly to send to Hady the application**

**Section Operating Agreements** (Elizabeth) – 10 minutes

* National ASQ headquarters has sent section maintenance, section formation and the 2013 section operation agreement. Elizabeth had sent the documents today by email.
  + Changes were described by Elizabeth.
  + Luke Stark can support the uploading of these documents to the website.
  + **Motion: To accept Section Operational Agreement with amendments. Motion passed.**

**Publicity** (Elizabeth) – 10 minutes

* Still using Linked In as publicity.
* **Action: Arrangements Chair: Jemmie – Elizabeth to contact Jemmie to transfer that information.**
* Jemmie will be ordering the food.
* **Action: Arrangements Chair: Jemmie – Joelene to add Jemmie to the committee chair listing with National ASQ.**
* Cost of dinner meetings discussion for cost of dinner meetings to get more people to attend.
  + Are we willing to change the pricing structure?
  + **Motion: Change pricing for registering in advance and prepay to $12 if paying online and $15 if you pay at the door for planning purposes. Passed.**
* Registration in EventBrite
  + **Motion: To stop registration in EventBrite at midnight the day before the meeting. Passed.**

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

* Paul added all new committee members to the Indyexec committee emails.
* Paul to check on the social responsibility documents to be added to the webpage.

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

* Top 10 topics from last survey.
* Use these topics on training topics.
* Action: Elizabeth to send out the list of topics and how they fit into the programs list for this year.

**Vice Chair/Nominating Chair** (Holly) – 5 minutes

* **Action: Holly to get the business plan from Crystal**

**Chair** (Elizabeth)

* Thanks to Shirley for having the recognition event in June. The event was very nice and the venue was beautiful!

**Other** – Jim Grimes – Previous chair person plaque