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| Present: | Crystal Graham  Holly M. Couch  Harry Rowe  Shirley Rohnke | Hady  Joe Lucas  Luke Stark | |
| Call to Order: | 5:38 pm | Adjourn: | 7:00 pm |
| Next Meeting: | Dec ??, 5:30pm | | |

# Announcements

None

# Agenda

**Secretary** (TBD) – 5 minutes

* Read Past Minutes (3 votes to approve)
* Holly to send October Meeting Minutes to Crystal for on-line vote to approve.

**Treasurer** (Holly M. Couch) – 10 minutes

* Report
  + Budget is in rough draft. Holly to complete before monthly meeting.
  + Audit has been completed. Richard has provided findings for Holly/Jemmie to remediate.
  + Findings primarily around missing information and disorganization.
  + Will finish 2012 financials using Excel and start 2013 in Quickbooks. Crystal will notify National of this decision.

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

* Report
  + Forwarding possible interest in providing presentations and workshops for future meetings.
  + Meeting with U of I group about a possible student chapter
  + Event Brite! Elizabeth used it for October meeting and was very complimentary and positive about usability.
  + 17 registered and 3 have paid online for November meeting
  + Joe recommends watching customers % of online payment for at least 2 typical monthly meetings (November and January)
  + Joe to send login for EventBrite to Holly who will be registering people at the November meeting.
  + Action (Larry Arnold): Contact U of I to arrange for web access.
  + Decision for now, wait until February meeting to vote on continued use of EventBrite. Joe will provide an alternate option at that time.

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

* Report
  + Everything is booked! Room changed to Hall C

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

* Report
  + September Data: 9 new, 683 total, 140 unpaid
  + October data is not yet posted.
  + Shirley and Joe to do a conference call at the end of the month to update member list. After Nov 26th.

**Education** (Don McGowan)– 5 minutes

* Report
* CQIA and Green Belt courses were cancelled due to lack of interest.
* Next is certified black belt preparatory course.
* Hady to start sending out reminders to register for classes about 2 months before they start, at a frequency of every 2 weeks until class starts.

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

* Still looking for a secretary
* Need to send a reminder for next week’s meeting.
* **Action:** Elizabeth to send all Nov 2012 meeting info to Hady for publication.
* Hady will write a work instruction on publishing announcements.

**Web Liaisons** (Paul Pringle & Luke Stark) – 5 minutes

* Joe to provide info and web site access to Luke including WordPress administrator access.
* Still need to write the job description.
* Web Master = idea guy, Web Liaisons = manage routine functions/questions, work together as a team.

**Web Master** (Joe Lucas) – 10 minutes

* Joe to train everyone on website functions (attendance) in December 2012 Exec meeting
* Needs attendance data for April, Sept, Oct of 2012 (Jemmie/Holly/Elizabeth)
* Need to get documents onto the website.

**VoC** (Harry Rowe)– 10 minutes

* Need to post survey results to Website in November 2012. Harry to post a file to the website.

**Vice Chair** (Jemmie Wang) – 5 minutes

* Starting in December, Report on business plan status

**Walk Ins**

* None