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| Present: | Crystal Graham  Holly M. Couch  Harry Rowe  Shirley Rohnke  Larry Arnold  Joe Lucas  Lucas Allen  Richard Van Doel | Don McGowan  Paul Pringle  Call-in:  Elizabeth Robinette  Jemmie  Deb K | |
| Call to Order: | 5:35 pm | Adjourn: | 7:27 pm |
| Next Meeting: | Jan 1, 2013, 5:30pm | | |

# Announcements

None

# Agenda

**Secretary** (TBD) – 5 minutes

* Read Past Minutes – Approved

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

* Report
  + Holly to send Budget to Crystal for signature by 12/7
  + 990 due by Jan 8, 2013 – Lunch meeting (Holly & Crystal) before 12/17.
  + Have $22,237.78 in checking and $9,169.32 in savings.
  + Still need to order the IMCPL books – Holly to do this.

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

* Report
  + Tentative date of January 15, 2013 for a lunch webinar to help members navigate job search and information online. Would also like to make this available to our alliance members.
  + Could include approximately 50 logins.
  + Reduced cost for Joint December meeting from $30 to $20.
  + Need to notify our members that the cost was reduced since we are unable to change the Eventbrite details.
  + Nov 9, 2012 meeting with professors from IUPUI and U of I. Both are interested in encouraging their students to participate in ASQ or sister organizations. Will invite students to the webinar and provide info about future meetings. Would like to have volunteer speakers for classes.
  + Jemmie is working on the video from the November meeting and will get it posted in December.
  + Andre Kliner just achieved ASQ Fellow and he is a future speaker.
  + Motion: Keep EventBrite until February 2013 whereupon we will review financial impact and vote to process for the remainder of the fiscal year. - PASSED

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

* Holly will collect money and check-in for December meeting at Oak Hill Mansion.

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

* Report
  + Unable to get data. Shirley will keep working on this.
  + Update membership list will be delayed until next month. Last update was in September 2012.

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

* Report
* Registration for classes is still low. We need to increase awareness.
* Six Sigma Black Belt and CMQ/OE Certified Mgr Quality/Org Excellence Prep Classes are coming up soon.
* Tuesday before the class is the decision date on cancelling classes.

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

* Emails are going out, but membership list may be incomplete.
* Next USPS mailing should include reminders that settings may need to be adjusted if member is not getting local emails.
* Update in January: Work Instruction for how to send out emails to members – status?
* Update in January: Announcements will be posted on website using Mailchimp.com – status?
* Update in January: Work instruction for using Mailchimp – status?

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

* Need to get the web team communicating.

**Web Master** (Joe Lucas) – 20 minutes

* Working to get attendance from EventBrite
* Action: Crystal to send nametag file to Holly
* Joe is working to get meeting attendance posted on the website.
* Performed training on posting to the website.
* Want to post: transition checklist, job descriptions

**WCQI** (Lucas Allen) – 15 minutes

* Provided handouts with contact names, position descriptions & timeline
* Registration to volunteer open to 0903 section for first 2 weeks in January, then it opens to everyone.
* Need to confirm if org chart people must register or not.
* Need to start posting info on the IndyASQ.org site.

**Walk Ins**

* Need to reschedule the Jan 1, 2013 SLC meeting date.