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| Present: | James Li  Harry Rowe  Rick Van Doel  Joelene Smith-Drake  Arpan Bhagat  Jemmie Wang  Deborah Klimaszewski | Call-in:  Paul Pringle  Holly Couch  Dan Dickinson  Shirley Rhonke | |
| Call to Order: | 5:44 pm | Adjourn: | 7:00 pm |
| Next Meeting: | October 1st, 2013, 5:30pm | | |

# Announcements

# Agenda

**Secretary** (Arpan Bhagat) – 5 minutes

* Past Minutes sent out prior to meeting – Section members reviewed the minutes from the last minutes meeting – **Approved.**
* September minutes uploaded on the section site as public.
* Minutes from this meeting published on the site as private for review (status change to public - pending approval)

**Treasurer** (Joelene) – 10 minutes

* + $17,265 in checking, $9,173 in savings (Scholarships), $64,031 in CDs (Scholarships) and new account for EventBrite/PayPal balance is $3,219.

**Arrangements** (Jemmie) – 10 minutes

* + Jemmie will be arrangements chair.
  + He has the contacts and will obtain the hardware (cable etc) to communicate with the University of Indianapolis and organize activities.

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

* We need a HD camcorder (~ $200), a tripod (~ $100) and audio recorder to record all meeting speakers.
* We already have the recorder. Treasurer will be in possession of the equipment.
* No more than $500 approved for the equipment.

**Motion** passed to purchase the equipment.

* James to collect signatures from presenters to obtain permission to record their presentation and to record that information and upload to the website.
* James to attend conferences and meeting to look for more speakers.
* Next week we will write a check for travel allowance @ 56.5 cents per mile for the speaker arriving from Ohio. We normally do not do that.

**Membership** – 5 minutes

* + July numbers are 19 new members, 673 total members, and 131 unpaid. Working to start making contact with new members – Shirley.
  + 143 members have left the organization since the last 3 months.

**Education** (Holly)– 0 minutes

* + None

**Scholarships** (Elizabeth) – 5 minutes

* + Rick proposed to do a video commercial to promote scholarships.
  + Find a way to get the attention of students

**Section Operating Agreements** (Holly) – 0 minutes

* + None

**Publicity** (Elizabeth) – 5 minutes

* Elizabeth sent out the flier for this fall in September.

**Web Master** (Paul) – 0 minute

* None

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

* Harry will be doing it for September
* Average loss of 143 people out and 19 in for the last three months

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

* Business Plan- objectives
  + Post at least 4 articles, case studies, or general information making it convenient and available to local members
  + Offer scholarships (at least 1) to assist in pursuit of higher education
  + Donate Quality-related publications to the Indianapolis Marion County Library
  + Solicit for membership submissions for at least 1 educational document such as whitepapers, electronic videos, webinars, etc.
  + Solicit for members to volunteer (at least 3 opportunities) on working teams within the section
  + Participate in APIC and PMI alliance - joint events and meetings.
  + Offer a variety of presentations at general meetings whose topics are consistent with results from recent member surveys
  + Define a New Member greeting process
  + Offer Work Shops with monthly dinner meetings
  + Send Members a schedule of events and communicate via media outlets.
  + Post information such as general meeting presentations, interviews, webinars, whitepapers & u-tube learning sessions onto website
  + Maintain the metrics section on the website to continue trend reporting for SLC and members
  + Offer educational topics through courses, online video, documents, & other facets.
  + Improve Usage of website for members.

**Chair** (Elizabeth)

* Presided over the meeting proceedings

**Other** –

Bud Newton (Regional Director, Section 9) should come to one of our section meeting to help us with the planning phase. Next regional meeting scheduled in November in Seymour, IN at Schneck Medical Center.

**Potential topics for discussion in the next meeting** –

* September meeting survey: Harry Rowe -
  + September meeting survey: The top-two box satisfaction score was 100%, while the top-box score was 72.22%.
  + We had repeated requests to feature the building name in the meeting announcement on the web and on the ticket itself.
  + Two people also commented that the meeting time shown on the registration site was in Central time.
  + A couple of folks also suggested a backup PC. – Attn.: Elizabeth.
* Internal Controls and Financial Reporting for Sections: Gary Gehring, Section Affairs Council Chair –
  + – Attn.: Elizabeth & Joelene.
* Proposed ASQ class schedules –
  + – Attn.: Elizabeth.
  + Discussion – Deborah, Joe, Don, Richard, Shirley, Louis, Harry, Larry.