|  |  |  |  |
| --- | --- | --- | --- |
| Present: |  | Call-in:  Harry Rowe  Shirley Rhonke  Arpan Bhagat  Holly Couch  Deborah Klimaszewski  Elizabeth Robinette  James Li | |
| Call to Order: | 5:32 pm | Adjourn: | 6:13 pm |
| Next Meeting: | January 7th, 2014, 5:30pm | | |

# Announcements - 4 minutes

We are offering to subsidize members if they pay in advance for the dinner meeting at The Mansion at Oak Hill.

Harry and Joelene worked on putting together some figures on the amount of our income/expenses related to membership.  Joelene will finish this and plans to do that this week.  Joelene will also be sending the 2014 budget for review this week, which is due on December 15, 2013. Joelene will come up with numbers for 2012 and 2013.

We have 8 new members. We will be discussing some technical difficulties at dinner meetings. And following that there will be a discussion regarding scholarship and Harry’s VOC report for November.

# Agenda

**Secretary** (Arpan Bhagat) – 1 minute

* Past Minutes sent out prior to meeting – Section members reviewed the minutes from the last minutes meeting – Meeting minutes **approved.**
* Minutes from this meeting will be sent out for review 1 week before the January meeting (~ December 31st) and will be subsequently published on the site once approved by the board.

**Previous agenda** (All) – 0 minutes

🡪 Already discussed during announcements. No pending issues.

**Treasurer** (Joelene) – 7 minutes

Bank balances are:

* Checking with Interest $26,505.66
* Savings  $3220.01
* Business Savings $9174.29
* CDs $64031.98
* Rick Van Doel – this is the first year we have to do a treasurer report and audit. Deadline is Jan 8, 2014. Get everything from eventbrite and paypayl by 31st Dec. Financial management team at ASQ, is implementing 1099 requirements: miscellaneous income filing for payments as required by IRS, report payments of $600 or more such as instructor, speaker fees, honorarium etc.
* Our section has to provide a list of individuals to whom payments were made. If we have people we need to do this for, we need complete information on those individuals which includes their SSN and other relevant information. Rick will be doing auditing for 2013. Normally this used to be in summer, this is the first time it is at the end of chronological

year. We might have to call Joe Lucas for guidance.

**Arrangements** (Elizabeth Robinette) – 1 minute

* + Not much needed for the December meeting.
* Collect information and we pay the amount to The Mansion at Oak Hill based on the number of attendees. We do not need a videographer this time. Project management institute will record for us.

**Program** (Elizabeth Robinette) – 3 minutes

* Programs for 2014-2015: 2014 is all filled up. James is in the process of filling 2015 programs.
* Tuesday evening tour late February or early March may be scheduled at Butterfield Foods. The dates will become clearer once we approach the dates. It might be too early to schedule more than a year in advance.

**Membership** (Shirley) – 2 minutes

* 14 new members in October; we currently have a total of 677 members, down 2 from September. We are holding steady!
  + No takers for welcoming committee yet. There needs to be a sense of urgency with this – Harry.

**Education** (Holly)– 1 minute

* Scholarship: Holly will check mail and send everyone a synopsis. Let’s check if anyone is still deserving of scholarship(s).

**Scholarships** (Elizabeth/Holly) – 0 minutes

* Already discussed.

**Section Operating Agreements/Business Plan** (Holly) – 2 minutes

* Holly went over the abbreviated business plan in the last meeting.
* Courses for 2013 – 2014 are scheduled.
* For short 6 month plan we are fine. Holly will get a plan ready for the next 12 months.
* Everyone is welcome to contribute ideas.
* Sec 9 leader bud newton wished to have a region 9 conference. Should be something that should be on business plan.
* Anybody willing to do mailchimp duties or recommend somebody.

**Publicity** (Elizabeth) – 1 minute

* LinkedIn for upcoming things still being used as a tool.
* Reminder through mailchimp: We had about 12 people in the last meeting; we need to make this as a part of procedure!

**Web Master** (Paul) – 0 minutes

**Voice of Customer** (Harry Rowe/Elizabeth) – 7 minutes

November survey, report:

1. Future Topics suggestions
2. Technical difficulties
3. Overall Good response
4. Noise from adjoining room
5. Some people were dozing off!
6. Handouts for volunteer activities
7. Some opposing viewpoints about meal (liked food vs ran out of food)
8. Dry lasagna is not the focus of the meeting ☺
9. Advertising of self/speaker should not be the highlighted in the meetings
10. Expectations vary based on pre-conceived perceptions
11. 6 month grouping, sorting and counting will generate more meaningful and informative data. We have enough data points ~ 60 observations that can be clubbed into categories.
12. May be we need ambassadors who can promote image and increase the attractiveness of the meeting

**Voting** (Elizabeth) – 0 minutes

**Chair** (Elizabeth) – 10 minutes

* Presided over the meeting proceedings
* Vice chair is responsible for recruiting new members. Executive board and any member wanting to step out should make Holly aware. The word needs to be passed on regarding recruiting. We should send email to all members and current executive board members to ensure they want to continue.
* Bud has not progressed regarding the expectations with region 9 conference. We can have regional director give more information regarding PAR and provide some other perspectives. We should try to get him to Indy at least once or twice a year. He is closer to HQ than we are!
* No walk-ins.
* Region 9 conference: initial note from bud says that they are interested but there is no info about proposed timeline, expectations etc. It will take a lot of preparation. Indiana medical device group and other sections or groups regionally can be approached if they would like to participate. Arrangements, speakers and preparation should be discussed in Jan meeting.
* Indyasq.org has to be updated with the remainder of the events. Executive board members should verify the information on the site.
* Jan will be a major working meeting including, ensuring that we are meeting the requirements for 1099.

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