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| --- | --- | --- | --- |
| Present: | Shirley Rhonke  Arpan Bhagat  James Li  Harry Rowe  Rick Van Doel  Joelene Smith-Drake | Call-in:  Deborah Klimaszewski  Paul Pringle | |
| Call to Order: | 5:40 pm | Adjourn: | 6:28 pm |
| Next Meeting: | April 1st, 2014, 5:30pm | | |

# Announcements - 15 minutes

* Meeting called to order by Joelene.
* December minutes will be sent to be approved via email to IndyASQ and posted on website following approval by the members.
* Treasurer report: Joelene needs help from Rick to start off reports. Guidance on data has been requested by Joelene. New financial reporting information has been reviewed by Rick.
  + Anything over $500 needs two signatures on the check. We need two person checks to be able to do that!
  + Reporting needs to be reconciled by chair every month. This can be done over email.
  + Signature cards can be made available to other board members such as secretary if needed.
  + Fiscal reporting was sent before the deadline. Their goal is to review our report by end of March.
* Joelene will follow up with Jemmie regarding arrangements.
* Joelene provides gift card as a probono but the speaker gets paid as a fee so this time we will not be giving gift card. The speaker will be filling out an expense report. According to Rick an honorarium will be ok.

# Agenda

**Previous agenda** (All) – 0 minutes

🡪 Already discussed during announcements. No pending issues.

**Treasurer** (Joelene) – 0 minutes

🡪 Already discussed during announcements. No other pending issues.

**Arrangements** (Joelene Smith-Drake) – 0 minute

🡪 Already discussed during announcements. No other pending issues.

**Program** (All) – 9 minutes

* Promote and send out email to all members.
* Plan for next year is ready through next spring.
* Award banquet vote will be sent as an email vote: $30 per person, discount will be agreed to up to 50%. This is open to all general public.
* Will be voting to move awards banquet to January instead of May. Secretary will look at section operating agreement and see how it fills into annual program.

**Membership** (Shirley) – 10 minutes

* We have been holding steady at 691 members on an average.
* Welcome committee not getting good response from the members.
* Harry proposed surveys to new members and encourage them to come to dinner meetings.
* Flyer in the beginning of the year used to be sent out and is still being sent. Extra copies of the annual program can be added to the welcome letter.
* Summer time is more convenient for new members for meetings - this should be discussed in the next meeting.
* Diversifying where we meet is also something that can be brought up for next meeting’s discussion. Maybe this is a good way for increasing the turnout and total number of people engaged may increase.

**Education** – 0 minute

**Scholarships** (All) – 4 minutes

* Eventbrite money needs to be checked in PO box.
* Scholarship needs to be advertized at the universities where we have presence. Contact Univ. of Indianapolis for scholarships at:

Phone: 317-788-3217  
Toll-free: 1-800-232-8634   
Fax: 317-788-6136  
[**financialaid@uindy.edu**](mailto:financialaid@uindy.edu)

**Section Operating Agreements/Business Plan** – 0 minutes

**Publicity** (Paul) – 2 minutes

* Horace will update LinkedIn for our publicity. Joe has him setup on mailchimp as well. He needs direction regarding job posting, etc. [horacet53@gmail.com](mailto:horacet53@gmail.com). Rick will contact him. Harry was able to pull information to contact Horace.

**Web Master** (Paul) – 2 minutes

* Paul requested Harry to work on document updates.
* Joelene thanked Paul for name tags to change fonts and fit them on badge.

**Voice of Customer** (Harry/Rick) – 4 minutes

* Results of last survey compiled by Harry don't show any unusual activities.
* Our LinkedIn page has 631 members. Rick manages the LinkedIn page for IndyASQ.
* Posts should be done on the LinkedIn page to advertise the events and activities of IndyASQ.

**Voting** – 0 minutes

* Lack of quorum for voting

**Chair** (Elizabeth) – 0 minutes

**Other topics of discussion**

* Business plan report and update should be done by the vice chair in the next meeting.
* Paul mentioned that Horace should be added to IndyASQ mailing list.
* PI from Univ. of Indianapolis is being received by treasurer on their Gmail account. We don't have to go to post office. Bills can be paid faster!