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| Present: | Joelene Smith-Drake  Harry Rowe  Rick Van Doel  James Li  Holly Couch | Call-in:  No one | |
| Call to Order: | 5:40 pm | Adjourn: | 7:39 pm |
| Next Meeting: | September 2, 2014, 5:30pm | | |

# Announcements

# Agenda

**Secretary** (Holly) – 5 minutes

* Minutes were not reviewed tonight due to the lack of a quorum.

**Treasurer** (Joelene) – 20 minutes

* Report
  + $29,464.51 in checking, $9,176.69 in savings, $64,128.11 in CDs and account for EventBrite/PayPal balance is $3,220.86.
  + Discussion around scholarship money and changing CDS to longer length of time vs. short time as is currently. **ACTION: Joelene to propose to board to move $4000.00 back to CDs. Joelene will propose a change CDs to a ladder (example: to expire in 6 mo, 1 yr, 3 yr) to be approved by board by email. Joelene to move the money in the PayPal savings to the checking account.**

**Membership** (Holly) – 5 minutes

* No report
* **ACTION: Holly to solicit members to volunteer for open positions. Make some job descriptions to provide.**

**Arrangements** (Holly) – 10 minutes

* **ACTION: Holly to contact Jemmie about September meeting arrangements.**
* **ACTION: Joelene to look into other options for location in order to try to draw more attendance.**

**Program** (James) – 20 minutes

* For 2014 meetings will be SEP, OCT, NOV and DEC. For 2015 we will have meetings in FEB, MAR, APRIL, MAY and JUNE. Second half of 2015 will be AUG, SEP, OCT NOV and DEC. This action is necessary due to the realignment of Nationals year from July to June to January to December. The change for the meetings will better align with the change for the Officers.
* Mailing for fall post card was sent to A1 printing. Information for meetings and exams. **ACTION: Holly to download ASQ National mailing list for post cards.**
* Discussion to approve a policy for speaker travel expenses. **ACTION: Joelene to draft a policy to be reviewed at the next meeting.**

**Education** (Holly)– 15 minutes

* No one sure if we have planned any courses for the fall. **ACTION: Holly to contact Don about the status of the free course offered last year.**
* Discussion around study sessions for fall exams. Looking for study group mentors. Course to target would be auditor exam and in evenings two nights a week from 6-8 during the week from August 15 to October 4 at University of Indianapolis. **ACTION: Holly to look into scheduling this study session.**

**Scholarships** (Holly) – 10 minutes

* Three applications were submitted and were reviewed by the committee. The board also reviewed the applications. **ACTION: Holly to send the board an email to vote on giving out three scholarships for this fall.**
* **ACTION: Once the board approves the scholarships, Joelene to make a certificate and purchase a student membership to ASQ and invite them to a meeting.**

**Publicity** (Holly) – 2 minutes

* No news recently from Horace.
* Need to publicize the September meeting, Scholarship deadline and the fall exam deadline**. ACTION: Rick to put this information on the LinkedIn, ASQ website and ISPE website or send to Paul.**

**Web Master** (Holly) – 5 minutes

* Paul looking for program information for fall (SEP, OCT, NOV and DEC). **ACTION: James to send Paul the program information that was missing.**

**Voice of Customer** (Harry) – 15 minutes

* Harry presented the survey information from National and we discussed the information and how it relates to the section.

**President** (Holly) – 15 minutes

* Holly reviewed the business plan and there are many items that still need to be followed though for 2014.
* Discussion around meetings and how to improve first time attendees or new to the organization.
* Discussion about 15 minute presentation ideas for beginning of meetings.

**Other** – No other business.