**Meeting Minutes**

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| **Date:** | 02/03/2015 |
| **Time:** | 5:30 pm | **Meeting Length:** | 01:57:05 |
| **Location:** | Performance Validation |

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| Attendance: |
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| X | Holly Couch, Chair | X | Jemmie Wang |
| X | Joelene Drake, Vice Chair | X | Harry Rowe |
| X | David Tebbe, Treasurer | X | Richard VanDoel |
| X | Megan Boswell, Secretary |  | Elizabeth Robinette |
| X | Mike Kedanis |  | Sharon Adams |
| X | Terry Gustafson |  | Deborah Klimaszewski |
| X | Sharon |  |  |

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| Review of Previous Minutes | * Accepted
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| Review of Action Items | * David going to ASQ World Conference? - **Open**
* October EventBrite payment - **Open**
* Contact student who had the scholarship and see if she will be enrolling elsewhere so the money can be sent. - **Open**
* New signature for David. – **Open**
* Call Ivy Tech to find out about using their facility instead of UofI due to cost. – **Open**
* Flyer sent out to members **– Open**
* E-mail to members about events – **Open**
* Post made to Linked-In about no meetings in January – **Open**
* Contact Joe Lucas about updating website. – **Open**
* Update pictures of Executive Committee on the website. – **Open**
* Change out the email addresses for the IndyASQ section website. - **Open**
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| Announcements  | * **none**
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| Treasurer Report: | * 2014 Annual Report to National – Audit committee copied on that.
* Financial report for month of January sent to all board members.
* Starting using the accounts receivable portion.
* October payment received from EventBrite (pending).
* Accounts statement from Chase
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| Arrangements: | * Speaker for January had a potential work conflict. Should be able to put something together. Joe Wesley (????) Head of the Inspection division.
* April facility tour at Indiana Blood Center.
* We need to work on publicizing our events better.
* Holly will check with presenters before we publish the calendar.
* IvyTech numbers may charge for room and catering and $15/hr for setup and teardown. UofI charges for catering only.
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| Programs: | * **none**
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| Membership: | * 12 new members
* 583 total members
* 116 unpaid category
* 36 allotments (money we get paid by ASQ per member – new members and renewals- for that time period)
* New membership mixer?
* 2012 was last letter to new members and meet and greet
* Megan to send e-mail to members to welcome them and to attend a meeting for free. (Megan is Mike’s secretary.)
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| Education: | * Is the section in the business of providing training? How much does the class cost?
* Refresher class
* Place more effort into advertising
* CQI – refresher material and linking to them.–
* Where were live classes held in the past?
* Send to Terry any places you may know of that held classes
* What kind of classes have you led, what certifications do you have (questions to ask when looking at new instructors)
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| **Scholarships:** | * Stephanie is scholarship chair – Mike had finished his input to Stephanie. Stephanie compiled this and was supposed to have it sent out. David to follow up so that we can cut the check to go to the school.
* Have the recipient come to one of the meetings.
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| Section Operating Agreements: | * **none**
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| Publicity: | * **none**
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| **Web:** | * **none**
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| **VoC:** | * **none**
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| Open Discussion: | * David will not be attending the ASQ World Conference. Megan, Sharon, and Joelene are going.
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| Action Items for Next Meeting: | * Flyer sent out to members **– Open**
* E-mail to members about events – **Open**
* Contact Joe Lucas about updating website. – **Open**
* Update pictures of Executive Committee on the website. – **Open**
* Change out the email addresses for the IndyASQ section website. - **Open**
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| Next Meeting: | 03/03/15, 5:30 pm, Performance Validation |