**04 August 2015**

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| **Presenter** | **Time** | **Topics** | **Due Date** |
| **Chair** |  | Call to OrderAttendees1. Rick Van Doel
2. Jolene Smith-Drake
3. Holly Couch
4. David Tebbe
5. Harry Rowe
6. Sharon Adams
7. Paul Pringle
8. JD Pickett
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| **Secretary** | 5 | Past Minutes – June and JulyJolene read through the minutes sent by Secretary, Meghan. Voted and passed. |  |
| **All** | 5 | Approve or Amend Past Minutes |  |
| **Outstanding Items** | 15 | * Determine how to use MailChimp (Sharon has instructions from Mike and will share with Harry who has a login. )
* August Dinner meeting speaker- Procured – Mark H will have staff from his staff for the dinner.
* Review of Scholarship applications- Scholarship committee members (Dave Schweikert) Reviewers have been procured so can begin review of 2 applicants on time and 1 that came one month late.
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| **Treasurer** | 10 | * Report on what we have in bank, outstanding items, etc.
* Budget Plan due - status
* Payment for library books – Have we done this yet this year?
* Other
* (David’s report. Quarterly report accepted by corporate. The value was 114%. One account was outstanding for dinner meetings for June and July. That check is out but has not yet been cashed. Received a letter in the mail for a company filing bankruptcy and can file for compensation but sounds like we were not eligible. Discussed how much money we expected from national for membership dues and thought we were not getting as much as we expected. The last month we got $2800 so they must have just been behind. )
* Jolene Question: Donation to Library has not been done this year. Suggest David look for the information on how to do that.
* Rick Question: Desire to move the funds to achieve better return. Jolene said she may have a volunteer that may be interested.
* Jolene Question: SLC email addresses need updated but they are not pointing the right people,.Paul shared the google accounts are broken. Joe needs to reset emails. Jolene to set up meeting with Joe and Paul.
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| **Program** | 15 | * Social (Holly updated Eventbrite event to log the 19 attendees. JD will write a summary of the event. Sharon provided pictures)
* Programs for remaining 2015
* August – Mark Heithoff – (Holly inquired if anyone can do a workshop for next week. Joe Wesling or Jim Grimes might be leads.)
* September- Nick Warren- Failure Analysis
* October- Subaru Tour Date Second Tuesday of October, Tuesday 13th at 5:30
* November - TBD
* December - No joint meeting planned. Jolene suggested an awards meeting and installation of officers at an alternative location. Holly to look into awards to be granted, criteria and past winners to post on website. Sharon to help market as social to meet new leadership with JD to post. Jolene to look at venue.(possibly thepropylaeum.org) Suggestion to have libation. May want entertainment.
* January – NONE
* February -
* March -
* April – Dilip Shah – 330-328-4400 email emc3sol@aol.com. Someone needs to follow-up with topic idea (I read his recent article measuring confidence <http://asq.org/quality-progress/2015/05/measure-for-measure/measuring-confidence.html>). We will need to reimburse for mileage and potentially for lodging.
* May -
* June -
* July – NONE
* Protocol for payment for travel for potential speakers (Jolene wants to formalize how to reimburse speakers/guests. Recommendation to reimburse according to GSA rate.
	+ Rick made motion that a program chair or office to reimburse speakers/guests for travel expenses at GSA rates. Jolene Second the motion. Passed unanimously.)
* Some potential speakers: Andre Kleyner (Indy ASQ), Shu Liu (I saw his presentation at ASQ National and it was great, workshop style. Lives in St. Louis. Had an article in QP May 2014), Julie Congress (317-372-0780), Harry Rowe (Recommendation to have presentations on the shelf ready to go as a backup. Holly has a lead for someone that will present one evening then has full day training the following day.Could also show video such as on fishbone diagram and then work on it at tables on the whiteboard.)
* Some potential workshops: Lou Ripberger (statistics), Joelene (recertification)

(Suggestion to mine membership listing for employees of key employers to see if they can be possible speakers/workshop leaders) |  |
| **Membership** | 5 | * Report
* Social update

(Positive feedback on alternative day and side of town. Suggested new venue and dates. Suggest reaching out to members that have not attended a dinner meeting for past several months. Dave volunteered to examine list of attendees from social. Attendees evaluated and voted for August Wednesday, 26th at Blind Owl Brewery. Sharon to confirm reservations and send email to executive email.For September Wednesday, 26th Rathskeller.Sharon to confirm reservatins and send email to executive email group.Sharon to provide membership metadata teasers that can be posted to website.Order of operations to publicize events* + A member must author the event details, event, location, time, costs, agenda, etc.
	+ Eventbrite Treasurers are those with access.
	+ Send to JD to send Linked In.
	+ Post to website using instructions created by Harry. Must have a wordpress account for ASQIndy’s site. Once logged in you have ability to edit pages but must have eventbright. Send to Joe/Harry to establish.
	+ Then Mailchimp- email instructions from Shirley. Sharon to verify.
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| **Education** | 5 | * Report
* ISO 9001 Conference November 9-10 (Announce as reminder in dinner meeting that conference is in Indy. Jolene will share volunteer info to executive group then general population.)
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| **Scholarship** | 5 | * Report

No new info beyond the treasurer report |  |
| **Publicity** | 5 | * Report
* Annual Mailing (Holly has volunteered to create a mailing and provide info on upcoming events. Postcard possibly once event. )
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| **Web Liaison** | 5 | * Report
* Virtual assistant – would this be a good place to have this service?

<http://web.timeetc.com/verysimple/index.php?kw=&ref=&ppccountry>=Here's the blog post.<http://www.computerworld.com/article/2946156/emerging-technology/here-s-the-answer-to-the-jeb-bush-work-more-problem.html>Immediate ideas, upload our meeting minutes, update scholarship winners(Discussion that work to gather information and provide to be posted will not save any more time than it would take to post to website. Suggestion that secretary may be able to assist. Jolene will see if Meghan can assist.) |  |
| **Web Master** | 5 | * Report
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| **VoC** | 5 | * Report

(Rick Question what the email from ASQ. Harry shared that one was a salary survey and another was attempt to find out what groups that are faring very well or fairing not well.Harry suggested to consider how do sections and divisions work together to offer value to members. Otherwise local chapters might not be seen as useful for members.) |  |
| **Vice Chair** | 10 | * Nominations
* November Standards Conference in Indianapolis – Volunteer Opportunity to attend for free. As information is available communicate to the membership. (Jolene to provide information to JD for posting.)
* Indy ASQ website emails are forwarded from Joe/website. Rules around answering these to ensure that information is communicated. Some general items we typically see:
* Can I register (registration is closed)
* Dates/location/timing etc of meetings/classes
* Other questions?

(Suggestions that Secretary might filter questions and forwards on to specific membership list.Also question of who manages executive email list.) |  |
| **Walk-ins** |  |  |  |