**01 September 2015**

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| **Presenter** | **Time** | **Topics** | **Due Date** |
| **Chair** |  | Call to Order  Holly,Sharon, Megan, David, Harry |  |
| **Secretary** | 5 | Past Minutes – August accepted |  |
| **All** | 5 | Approve or Amend Past Minutes |  |
| **Outstanding Items** | 15 | * Determine how to use MailChimp – Have instructions cannot get it to work. Sharon is working on this. * Review of Scholarship applications- Scholarship committee members (Dave Schweikert,) 3 applicants, one of which was late- has been sent to scholarship committee. Ask for results by September 16th at the latest. |  |
| **Treasurer** | 10 | * Report on what we have in bank, outstanding items, etc. * Payment for library books – David will work with Joelene to donate library books. * Dinner meetings – higher amount of pre-pays, therefore the cost of holding the event is significantly more than what the revenue * $156.54 to be deposited from EventBrite * Check on mail/scholarship applications once or twice per month |  |
| **Program** | 15 | * Programs for remaining 2015 * October Social – Taste of Chicago theme – Portillo hot dogs (catered), relish bar, chips, etc – Posted on website on 9/1/15 * October- Subaru Tour * November –Julie Congress (317-372-0780) - RCA Train the Trainer * December 10th – Awards Banquet $250 for hall, $30/person for buffet, $500 cash bar * Programs for 2016 (Have a sign up sheet for presenters) * January – NONE * February - * March - * April – Dilip Shah – 330-328-4400 email [emc3sol@aol.com](mailto: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 * 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 * Some potential workshops: Lou Ripberger (statistics), Joelene (recertification) |  |
| **Membership** | 5 | * Report |  |
| **Education** | 5 | * Report * ISO 9001 Conference November 9-10 |  |
| **Scholarship** | 5 | * Report |  |
| **Publicity** | 5 | * Report * Annual Mailing |  |
| **Web Liaison** | 5 | * Report * Working with Google * Virtual assistant – would this be a good place to have this service? – Majority does not want a virtual assistant.   <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 |  |
| **Web Master** | 5 | * Report |  |
| **VoC** | 5 | * Report * Online options for attending meetings using “GoToMeetings” or similar technology. |  |
| **Vice Chair** | 10 | * Nominations * November Standards Conference in Indianapolis – Volunteer Opportunity to attend for free. As information is available communicate to the membership. * 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? * How many meetings have I attended in the last two years? – directions on how to pull that information |  |
| **Walk-ins** |  |  |  |