**Meeting Minutes**

|  |  |
| --- | --- |
| **Date:** | 10/6/2015 |
| **Time:** | 5:30 pm | **Meeting Length:** | 00:00:00 |
| **Location:** | Started at 5:30 pm Ended 6:40 pm |

|  |
| --- |
| Attendance: |
|

|  |  |  |  |
| --- | --- | --- | --- |
| X | Holly Couch, Chair |  | Jemmie Wang,  |
| X | Joelene Drake, Vice Chair |  | Harry Rowe, VoC |
| X | David Tebbe, Treasurer | X | Richard VanDoel, Audit |
|  | Megan Boswell, Secretary |  | Elizabeth Robinette, Junior |
|  | Terry Gustafson, Education  | X | Sharon Adams, Membership |
| X | JD Pickett, Publicity |  | Deborah Klimaszewski |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Review of Previous Minutes | * Last minutes looked like the agenda. Joelene to follow-up with Megan
 |

|  |  |
| --- | --- |
| Action Items | * NA
 |

|  |  |
| --- | --- |
| Treasurer Report: | * Books in Balance.
* Working on the quarterly report.
 |

|  |  |
| --- | --- |
| Arrangements: | * **No report**
 |

|  |  |
| --- | --- |
| Programs: | * JD reached out to Subaru about the tour. The tour is limited due headsets and today we have 35 people signed.
* November - Joelene to follow-up with Julie Congress. Need to get info on the program. Harry will do the workshop
* December – Need to get menu set – Jemmie to do this. Agenda 5:30 –start. Ask if we can get a tour. We will do the cash bar. Awards- Need to give Holly any input on this. Installation of the officers at this time too – Holly to contact
* ASQ section will cover the cost of the Propyleam for the awards banquet and the cost of one drink per person. Voted and approved.
* ISO 9001 workshops – Rick has some people interested. QP has an article about the changes. Rick is going to put together a plan for a series of workshops and a dinner meeting at the end of the workshops.
* Need another tour or two for next year. Joelene to ask about Dow AgroSciences.
 |

|  |  |
| --- | --- |
| Membership: | * October Social – Performance Validation is hosting the social and wants to have the proposed budget approved for up $350.00. Voted and approved.
* Clarisse sent an email for mentors for CQE.
* Current numbers 577 with 17 new. Are we sending new members a note or email. Sharon will create a letter and we can review and send out to new members.
 |

|  |  |
| --- | --- |
| Education: | * ISO 9001 Conference needs one more volunteer. You receive a complementary registration if you volunteer.
 |

|  |  |
| --- | --- |
| **Scholarships:** | * Reviewed scholarship applications. Ranked and completed the review with the committee. Committee recommends one applicant for $500.00 scholarship. Will get a picture and publicize them, invite them to the meeting and
 |

|  |  |
| --- | --- |
| Section Operating Agreements: | * **NA**
 |

|  |  |
| --- | --- |
| Publicity: | * 40 people registered for Subaru tour. JD will send out an email to remind others and to ask them to unregister if they can’t go. 50 will be the limit. Holly and David will provide a name tag for recert units.
* Send out the social after the tour.
* Send Holly information for November meeting – Joelene
* Post November and December meetings around the same time.
 |

|  |  |
| --- | --- |
| **Web:** | * Need to get the website to track which meeting. Wordpress uses Mysequel for a backend and an entry form to enter.
* Need to get webmaster back engaged. Joelene has emailed Joe and trying to understand what is happening with our website.
 |
|  |  |

|  |  |
| --- | --- |
| **VoC:** | * No report
 |

|  |  |
| --- | --- |
| Open Discussion: | * Speaker Reimbursement policy- Basic reimburses a speaker at the GSC rate. Voted and approved.
* Business Plan – needs updated – Joelene to do this and send to board for review
* Training for new SLC members- Joelene will take some time from the SLC meeting and then take the January meeting for new board member transition.
* David asked about the library donation and Joelene sent him the information.
 |

|  |  |
| --- | --- |
| Action Items for Next Meeting: | * Last minutes looked like the agenda. Joelene to follow-up with Megan
* November - Joelene to follow-up with Julie Congress
* December – Need to get menu set – Jemmie to do this
* Joelene to ask about Dow AgroSciences tour.
* ISO 9001 Conference needs one more volunteer
 |

|  |  |
| --- | --- |
| Next Meeting: | 10/6/2015 6:39 pm, Performance Validation |