**Meeting Minutes**

|  |  |
| --- | --- |
| **Date:** | 01/06/2015 |
| **Time:** | 5:30 pm | **Meeting Length:** | 00:51:00 |
| **Location:** | Teleconference |

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

|  |  |  |  |
| --- | --- | --- | --- |
| X | Holly Couch, Chair |  | Jemmie Wang |
| X | Joelene Drake, Vice Chair |  | 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 |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Review of Previous Minutes | * No changes noted.
 |

|  |  |
| --- | --- |
| Review of Action Items | * **none**
 |

|  |  |
| --- | --- |
| Announcements  | * **none**
 |

|  |  |
| --- | --- |
| Treasurer Report: | * Missing October Event Brite payment.  It has disappeared from the system.  We have the paperwork so we can calculate what we should get, but there is a fundamental flaw here. Joelene has emailed Joe several times asking about it, but haven’t heard back. Maybe Paul can help?
* Books ordered for the library donation and will be delivered in the next few weeks.
* One of the scholarship winners was not enrolled in the fall semester and the school returned the money.
* David and Joelene will meet to discuss turning over the duties for Treasurer.
* Banking discrepancy for December of $100. Bank admitted to error and was refunding money.
* We will stay with UofI for the first 6 months (until June) and will possible transfer to IvyTech due to cheaper cost and more central location.
 |

|  |  |
| --- | --- |
| Arrangements: | * There will be meetings every month with the exception of June.
* Still in need of a facility tour. Possible April tour at Indiana Blood Center with Megan. Joelene may be able to host September’s facility tour.
* Need a Programs Chair.
* Post to Linked-In that there are no meetings in January.
 |

|  |  |
| --- | --- |
| Programs: | * **none**
 |

|  |  |
| --- | --- |
| Membership: | * Mike will work with Shirley and/or Holly for next month’s meeting.
 |

|  |  |
| --- | --- |
| Education: | * **none**
 |

|  |  |
| --- | --- |
| **Scholarships:** | * Working on getting results finalized so that a final decision can be made. Stephanie to send final info to David so he can award money to the winners.
 |

|  |  |
| --- | --- |
| Section Operating Agreements: |  |

|  |  |
| --- | --- |
| Publicity: | * Working on a new person to agree to this position. Holly is working on this.
 |

|  |  |
| --- | --- |
| **Web:** | * For the next meeting, discuss what we would like to do to improve the website. Get in touch with Joe Lucas to see how they can support a couple of updates to the website.
* Members would like to see which meetings they have attended.
 |

|  |  |
| --- | --- |
| **VoC:** | * **none**
 |

|  |  |
| --- | --- |
| Open Discussion: | * Megan and Joelene will be attending the 2015 ASQ World Conference. David may also attend.
* A flyer will be sent out for the first 6 months of the year to include dates of classes, exams, and re-cert dates.
* Richard suggests that we set goals for the year of some things to accomplish.
* New Member Orientation at Meadery in Fountain Square sometime in the spring for a meet and greet. About 15-20 people out of 100 attended in the years past.
* Flyers in the mail. Some people are not getting their flyers and may not be getting to the correct address or are arriving at work and not getting funneled to them correctly.
* Perhaps doing an e-mail as well as a flyer?
* Update the pictures of who’s who within the section of the board members.
* Change out the email addresses for the IndyASQ section website.
 |

|  |  |
| --- | --- |
| Action Items for Next Meeting: | * 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**
 |

|  |  |
| --- | --- |
| Next Meeting: | 02/03/15, 5:30 pm, Performance Validation |