**ASQ Indianapolis Section Senior Leadership Team Meeting – Meeting Minutes**

Tuesday, September 5th, 2017 5:30pm

**Voting Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Name** | **Position** |
| David Tebbe | Chair Person | Leigh Ann Schildmeier | Membership |
| Charles (Luke) Stark | Vice Chair Person | Rick Van Doel | Senior Advisor |
| Daren Wade | Treasurer | James Grimes | Senior Advisor |
| Andy Price | Secretary | Holly Couch | Senior Advisor |
| Kevin Herrick | Audit | Joelene Smith-Drake | Junior Past Chair |

**Welcome / Roll Call (David)**

* The Executive Committee / Senior Leadership Team (SLT) had a quorum
* In Attendance (physical or virtual): David Tebbe, Charles Stark, Daren Wade, Andy Price, Kevin Herrick, James Grimes, Holly Couch, Harry Rowe, Rex Beach
* Not in Attendance: Rick Van Doel, JD Pickett, Joeline Smith-Drake, Leigh Ann Schildmeier

**Review of Previous Meeting Minutes (Andy)**

* Minutes from previous SLT meetings had been distributed via email
	+ All pending Meeting Minutes were approved by the attendees, subject to audit

**Chair Report (David)**

* The updated Scholarship Procedure was submitted to ASQ National
	+ ASQ National has approved the updated content
* Dave contacted the Indianapolis Marion County Public Library (MCPL) about making the section’s yearly quality book donation
	+ The list of requested books and associated costs will be discussed at the next SLT meeting
* The SLT discussed venues and costs associated with the December Awards Social
	+ Dave will work with Luke to identify options
	+ Options will be voted on via email

**Vice Chair Report (Luke)**

* Dave and Luke are working to identifying candidates for the upcoming SLT elections
	+ SLT elections will occur at the October 2017 Monthly Section Meeting

**Treasurer Report (Daren)**

* The financials will be reviewed and discussed
* The section’s Q2 2017 Financial Report was submitted and approved by ASQ National
* The Treasurer’s Report was approved by the attendees, subject to audit

**Programs Report (Rex)**

* The next section tour is scheduled for 9/12/17 at the Carmel Palladium Music Hall
* The section lost their November meeting speaker but Rex is actively pursuing possible speakers
* No speakers have been arranged for 2018 monthly section meetings yet

**Voice of the Customer Survey (Harry)**

* Harry reviewed the 2017 Member Survey results
	+ 66 people (12% of active membership) responded to the survey
* The SLT will discuss how to implement some of the key Lessons Learned at the next meeting
	+ The section’s 2018 Business Plan is due to ASQ National mid-December 2017

**New Business (Dave / Team)**

* Publicity – JD Pickett has point on finding ways to improve the automation of communications
* Updating Mail Chimp – Dave to work with ASQ National to determine how we can more effectively keep Mail Chimp member mailing list updated
* Reminder:P Member Leader Training is scheduled in Dayton, OH for the first or second Saturday in November 2017

**Adjourn**

**Next SLT Meeting:** Tuesday, 10/3/17

**Next Section Monthly Meeting:** Tuesday, 10/10/17

**Next Tour or Social Event:** 9/12/17