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

Tuesday, October 3rd, 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, James Grimes, Rex Beach, Leigh Ann Schildmeier
* Not in Attendance: Rick Van Doel, JD Pickett, Joeline Smith-Drake, Kevin Herrick, Holly Couch, Harry Rowe

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

* The September 2017 SLT Meeting Minutes were distributed via email prior to the meeting
  + The September 2017 Meeting Minutes were approved by the attendees, subject to audit

**Chair Report (David)**

* A link to the ASQ 2017 Member Leader Survey had been previously emailed to each member leader
  + The due date for completing the required survey is Monday, October 9th, 2017
  + The email was distributed from ASQ on or about September 25th, 2017
* 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 goal is to present the books to the MCPL at the November 2017 Monthly Meeting
* The SLT selected the Murat for the December 5th, 2017 Awards Social

**Vice Chair Report (Luke)**

* Dave and Luke have identified candidates for the upcoming SLT elections
  + The list has been posted on the section’s SharePoint site
  + SLT elections will occur at the October 2017 Monthly Meeting

**Treasurer Report (Daren)**

* The financials were reviewed and discussed
  + Gift cards were provided to two section members who had completed the recent Voice of the Customer Survey
  + The winning members were randomly selected from the survey respondents
* The Treasurer’s Report was approved by the attendees, subject to audit
* The SLT discussed the section’s required financial audit for the 2017 fiscal year
  + The due date for the audit is 3/1/18
  + The audit is tentatively scheduled for January 2018, once the books are closed for the year

**Programs Report (Rex)**

* The section has found a speaker for November 2017, the last Monthly Meeting in 2017
  + Dave is going to see if MCPL is willing to present during the workshop component
* Three speakers have been tentatively arranged for the February, March and April 2018 monthly meetings
* Rex is going to reach out to the ASQ Speaker’s Network to help identify other possible speakers for 2018
  + The SLT wants to leverage topic recommendations from the recent Voice of the Customer Survey
* No additional Webinars have been scheduled for 2017

**New Business (Dave / Team)**

* KAR Auction Services has offered to host and pay for up to three Monthly Meetings in 2018
  + The first sponsored meeting is scheduled for February 2018
* Publicity – Efforts are still underway to finding ways to improve the automation of communications
* Updating Mail Chimp – Dave is working with ASQ National to determine how we can more effectively keep Mail Chimp member mailing list updated (current processes are manual and time-intensive)
* ASQ 2018 Member Leader Training is scheduled in Dayton, OH for November 4th, 2017
  + The one-day event starts at 8:00am and runs through 4:00pm
  + The event will be a good way to network with other regional leaders
  + It takes about 90-minutes to drive to Dayton, OH
* The next ASQ World Conference is scheduled for April / May 2018 in Seattle, WA
  + 4/28/18 (Leadership), 4/30/17– 5/2/17 (Conference)
  + The section plans to pay for one officer to attend the meeting, generally the Vice Chair

**Calendar Summary**

* 10/09/17 – ASQ 2017 Member Leader Survey Due
* 11/04/17 – ASQ 2018 Member Leader Training (Dayton, OH)
* 11/07/17 – Next SLT Meeting (Performance Analytics)
* 11/14/17 – Next Monthly Meeting
* 12/05/17 – Next Tour or Social Event (2017 Awards Social, Murat)
* 03/01/18 – Section’s Financial Audit for 2017 Due
* 04/28/18 – ASQ 2018 World Conference (Seattle, WA)

**Adjourn**