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| Present: | Crystal Graham  Jemmie Wang  Holly M. Couch  Harry Rowe  Richard Van Doel | Joe Lucas  Don McGowan  Jim Grimes  Shirley Rohnke | |
| Call to Order: | 5:43 pm | Adjourn: | 7:30 pm |
| Next Meeting: | Oct 2, 5:30pm | | |

# Announcements

None

# Agenda

**Secretary** (Holly M. Couch) – 5 minutes

* Read Past Minutes (approved)

**Treasurer** (Holly M. Couch) – 15 minutes

* Report
  + Holly M. Couch has agreed to assume the role of Treasurer because Deb Green has resigned. Therefore, we need to replace Secretary and Web Liason.
  + **Vote: Move: Holly Couch to move from Secretary and Treasurer. – PASSED**
  + Audit due in Sept – Richard has documentation to perform
  + Laptop & Quickbooks CD install– Turned over to Holly for install
  + Transition – Jemmie and Holly to schedule bank meeting
  + Crystal to setup teleconference for GL codes

**Program** (Elizabeth Robinette) – 10 minutes

* Report
  + September speaker Nick Warren on Failure Analysis Lab has agreed to be recorded for posting onto website
  + Status on recording equipment – Jemmie purchased a digital recording device for about $100 and a $10 microphone. Jemmie will combine video and audio
  + Joe to setup a ASQIndy YouTube account and then send login info to Jemmie
  + Jemmie will record a few presentations, but recommends ASQIndy purchase a camcorder if we want to continue videos long term.
  + September Workshop – Elizabeth has audio that she can play. Still have 2 open workshops

**Membership** (Shirley Rohnke) – 5 minutes

* Report
  + August data is unavailable today
  + Retention counts only people who renewed in the past year, not new members.

**Education** (Don McGowan)– 10 minutes

* Report
* Pro-rated pricing means we need to track registrations. Need to know registrations by the Tuesday before class starts to set date. No additional registrations after that point.
* Free general quality course may be available in October. Don to check on instructor availability.
* Crystal drafted committed description for volunteers. Don will review and then it will be posted.

**Publicity** (Hady Riyanto) – 5 minutes

* Made numerous postings for volunteer opportunities and events.
* We really like the post-card with all the dates and programs information.

**Web Liaison** – 10 minutes

* Transition of Web Liaison functions – Need to identify a replacement for Deb

**Web Master** (Joe Lucas) – 60 minutes

* Roundpeg presentation of new website
* Website to go live after training of SLC and Sept 2012 meeting
* Don to schedule trainings for new website.

**VoC** (Harry Rowe)– 10 minutes

* Survey has been sent out. 44 have responded, which is a good start. There will be reminders at intervals until the survey expires. Expect spikes with each reminder, on Mondays and at end of survey.
* Only have email for 543 of the 638 members. Several people have contacted Harry as this is the only contact from our section they have received and are interested in more information.

**Chair** (Crystal Graham) – 0 minutes

* Report
* Business Plan for 2012-2013 will vote to approve via email.

**Walk Ins**

* Fire Alarm activated, so meeting was dismissed to evacuate.