



---

**Leadership Minutes**  
**April 28, 2010**  
**Meadowbrook Country Club**

Members Present:

<u>Member Name</u>	<u>Position</u>
Jake Eshler	Chair
Luis Morales	Chair-Elect
Bridget Baldwin	Secretary
Cheryl Parham	Treasurer
Mary Turner	Past Chair
Chris Milton	Nominations
Terry Burns	Audit and ARN
Clay Ellis	Education
Adrienne Bouldin	Programs
Lisa El-Shall	Membership
Brad Reynolds	Website
Tom Brignac	Treasurer-Elect
Kim Seebaum	Secretary-Elect

Meeting commenced at 6:24 pm.

Review and updates to Quality Management Plan (QMP)

- Education Grant--Jake will discuss at the May section meeting and Roxanna will promote in a summer newsletter
- Retention Survey--Bridget will re-send Clay the email from Linda Milanowski regarding how to pull list of unpaid members from the database.
- Recognition--Terry will provide Mary with the list of names of ARN auditors and trainers so she can prepare certificates of recognition. Jake will recognize section leaders at the May section meeting.
- Publicity—Clay will follow up with Linked In.
- Leadership Training—7/24/10 at Meadowbrook Country Club



## Richmond Section



---

### Training Opportunities

- Green Belt Training—Brad approved to pursue interest by other section members in participating. Brad will prepare a flier and present at May section meeting.
  - 10 weekly sessions beginning 9/13/10 will be held for 2.5-3.0 hours at a cost of \$300.00 per person.
  - The proposed location is St. Joseph's Villa. In exchange for space usage, 2 Villa staff will be permitted to attend the training free of charge.
  - The Quality Council of Indiana Primer will be used for the course. Cost is \$65.00
  - A minimum of 10 participants is required in order to offer the training. A maximum of 22 participants will be allowed to register (includes 2 Villa slots).
  - Leadership team discussed reimbursing the exam sitting fee of \$185.00.
- Chris would like to coordinate with other sections around additional trainings. Ideas included Kaizen and Value Stream Mapping.

### Financial

- Cheryl reported that the section had approximately \$23,000 in the investment account and \$16,000 in the checking account.
- A new laptop is needed. Cheryl will price computers and Adrienne will price software costs.

### Other Business

- Any submissions to Headquarters that are emailed should also be copied to Clay Hodges, Scott Rutherford, and the Leadership Team.
- Jake will follow up with Linda Milanowski regarding the pins for the 2008-2009 Total Quality Silver Award.



## Richmond Section



- 
- Voice of the Customer Chair is not a mandatory position and will not be filled at this time.
  - Mary Turner was recognized for ten years of service with the Leadership Team. She will be stepping down at the end of her term this year.

Meeting adjourned at 7:55 pm.

Respectfully submitted by Bridget Baldwin, Secretary, on May 5, 2010.