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| Present: | Crystal Graham  Jemmie Wang  Holly M. Couch  Harry Rowe  Debbie Klimaszewski  Paul Pringle | Joe Lucas  Jim Grimes  Shirley Rohnke  Joelene Smith-Drake  Elizabeth Robinette | |
| Call to Order: | 5:33 pm | Adjourn: | 7:30 pm |
| Next Meeting: | February 5, 5:30pm | | |

# Announcements

None

# Agenda

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

* Read Past Minutes (approved)
  + December minutes were read

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

* Report
  + Bank balances were discussed
  + Audit Feb 15th – Richard Van Doel needs the books two weeks prior to the audit.
  + Budget plan for 2012-2013 is overdue
  + Annually 1099 is due January 8 – Still need some information from Crystal
  + Library books have been purchased and will be delivered in the next week
  + Celebrate Science Indiana – still need the receipt for this event from Crystal

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

* Report
  + Event Bright payments were higher for the December program than for other program dates
  + Confirmed Dan Lefever for next program
  + Eliz will do a intro to Linked in at the next program
  + Webinars is in the works for January 15
  + Librarian to come and speak at a future program
  + New items
    - Awards banquet will follow World Conference
    - Next year – program ideas: including Mike Mickelright
  + Follow-up for those who have volunteered for the World Conference
    - Luke Allen will come to SLC board meetings over the next months before the World Conference
  + Bring back any ideas for programs for 2013-2014 from any meetings you attend
  + Bring any friends or colleagues to meetings
  + Videos are available on the website

**Membership** (Shirley Rohnke)

* Report
  + November- 12 new; 680 members (130 unpaid)
  + Joe Lucas will provide a video on how to download the membership list
  + Crystal requested a list of the new members for her to contact

**Education** (Don McGowan –absent)

* Report
* Joe to provide Don access to the registration listing for courses
* January 16; CSSBB (six sigma black belt training)-none registered February 2;CMQ/OE – one registered
* Pull schedules for exam dates to coincide with the courses
* Scholarship applications have been received and the SLC would like to have someone to review them and distribute the funds

**Publicity** (Hady Riyanto-absent)

* Mail chimp video
* WCQI email was sent out today to get volunteers
* Will post on LinkedIn for the WCQI
* Posts for courses were sent out in December
* Webinar on January 15 for Linked in was sent out
* Additional publication through LinkedIn

**Web Liaison** (Joe Lucas to transition to Paul Pringle and Luke Stark)

* Video for uploading documents to the website was shown
* Videos will be shared on the website
* Harry showed an add-on software to organize and easily upload documents to website (WordPress plugin)

**Web Master** (Joe Lucas)

* Event bright registration of programs is going great
* Getting document control system up and running. Would be good to have a plan with a timeline (including position descriptions, transition for positions, etc.)
* Need to develop a document structure. Harry to write and to be vetted with Crystal, Joe and Joelene

**VoC** (Harry Rowe)– 10 minutes

* Will be joining the national VOC committee

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

* Report
  + Future improvements may be to edit the video to reduce the time. Jimmie will continue to videotaping and will merge and upload. Marketing for future to ensure that the videos are available to the members.

**Walk Ins**