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| Present:  | Jemmie WangHolly M. CouchShirley RohnkeJoe LucasLucas AllenDon McGowanDan BridgetDeb Klimaszewski | Call-in: Elizabeth RobinetteHarry RoweJim GrimesLarry ArnoldRichard Van DoelCrystal Graham |
| Call to Order: | 5:40 pm | Adjourn: | 7:08 pm |
| Next Meeting: | March ?, 2013, 5:30pm |

# Announcements

None

# Agenda

**WCQI** (Lucas Allen) – 40 minutes

* Registration is open. 110 volunteers, which includes the 10 local site committee and 10 people from TX for next year’s conference.
* About ready to close the wait list for volunteers.
* Will probably send national the list of volunteers near the end of February.
* Tammy has developed the Training, Lucas is reviewing.
* Tammy checking to get approval to use exact target to communicate training.
* Would like to put training on our Indy ASQ site. Joe is working with Tammy to implement this.
* Going to transition contact from Shirley to a more generic contact email.
* Elizabeth provided some options for give-a-way pens or pencils. We prefer racecar pens. Will give them away at the mixer at the start of the conference.
* **Motion**: Purchase 250 race car pens for the WCQI as give-a-ways. **PASSED**
* Consider purchasing $200 banner for mixer booth and could also use it at monthly meetings. Larry has our old banner.
* **Motion**: Purchase 2 banners (up to $500) for IndyASQ. **PASSED** – Elizabeth to lead this effort with the intent of having them to use at the WCQI.
* Decided not to purchase booth space at WCQI.

**Secretary** (TBD) – 5 minutes

* Read Past Minutes – Approved

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

* Report
	+ Holly to get budget documents to Richard this week.
	+ Have $21,004.31 in checking, $9,170.41 in savings, $63,858.98 in CDs.
	+ IMCPL books have been delivered. Betty Tomeo (IMCPL Librarian) will attend Feb 12th meeting to thank the chapter.

**Arrangements** (Larry Arnold) – 1 minutes

* Meeting will be on the main floor again. Holly will do check-in.
* Cut-off for registration is Friday 2/8/2012
* Holly will politely remind people to please pre-register by the Friday before the meeting when they check-in at the registration table
* Need to discuss incentivizing registration/payment in advance.

**Program** (Elizabeth Robinette) – 20 minutes

* Report
	+ IPIL topic next week
	+ Most of 2013-2014 programs have been identified. Still looking for workshop speakers and ideas.
	+ Joe to look at posting a PDF of the dinner meeting info for easy printout/display. Today it breaks across pages so it does not display well on printouts.
	+ Jemmie will bring the recording equipment and perform recording to next week’s meeting.
	+ Holly will bring gift card for speaker.

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

* Report
	+ December 2012: New members 5, total members 672

**Education** (Don McGowan)– 5 minutes

* Report
* Will have a teacher for Auditor class by the end of the month
* Reimbursed 3 people who registered for last week’s class, which was cancelled due to lack of people.

**Scholarships** (NA) – 5 minutes

* Report
	+ Holly needs to check the post-office for mail.

**Publicity** (Hady Riyanto) – 10 minutes

* Joe will remind Hady to send out reminders for next week’s meeting, upcoming CQA training and Science Education Foundation of Indiana

**Web Master** (Joe Lucas) – 20 minutes

* Working to get a WCQI page on IndyASQ website. This will include training.
* Harry showed SLC where to find documents on the new websites.
* **ACTIONS:** Please review your transfer checklist, job descriptions and associated forms or documents are available on the website. Upload any documents that are missing. Contact Harry as need for assistance.

**Walk Ins**

* None