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CQM SPRING MEETING MINUTES
Tuesday, March 11, 2014 – 12 to 3 pm ET/9 am to 12 pm PT
Conference Call

PARTICIPANTS INCLUDED:

Cristina Gouin-Paul, CQM Chair
Emma Creaser, Nicole Gerlanc, Linda Meadows, CQM
Jerry Baker, Kevin Bowen, Lori Ramsey, Andrea Rutherford, Mike Pavlot (website update portion), Sigma Xi Staff

- **WELCOME/INTROS**

- **UPDATES**
    - Sigma Xi Staff Hirings
        - Tiffany, Tammey, and Hallie gone
        - Heather Thorstensen – manager of communication
            - Newspaper/publishing in MN
            - Social media
            - Emails out to members
            - Sigma Xi today
        - Andrea Rutherford (Tammey)
            - Manager of chapter services
            - Background in engineering with non-profit membership association career experience
        - Lori Ramsey
            - Manger of membership and special projects
            - Providing assistance and resources that touch lives and professions of our members
        - New hire to replace Tiffany – interviewed filling as soon as we can
            - Membership at large
            - Diversity committee liaison
            - Resource for youth events (intel Isis etc)
            - Internal research
            - Do we want admin support or programmatic
            - Hybrid?
        - Katie-Leigh Lubinsky – web managing editor, writing script, web technology etc. social media working with Heather etc.
        - Heather - joins magazine staff to talk science
        - Need to coordinate all communications etc. magazine and membership etc.

    - Website Revamp Update

        - Annual Report
          Mike
            - New application to incorporate ideas
            - Limit number of sections
            - Limit questions
            - Pull membership data base info to autofill
            - Including financials with balances
            - 2 sections
                - Chapter profile all except treasury

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- o Treasurer report
- Drop downs
- Operations and activities section

Kevin

- Annual Report for FY 2015 (which will go live on April 1, 2014 for use by chapter officers) will use the old format.
- Launch of beta annual report in fall
- Test in oct-dec this year to tweak it for chapter operations and activities
- Goal to use form builder part of website

CQM Action

- Friday March 21 deadline for questions to Sigma Xi. By March 14, Tina will send information to CQM and Directors/Associate Directors for input.

- Officer Resource Center (formerly, "Officer Tool Kit")
  Mike
    - Office resource Center
    - Total overhauling
    - Online vs pdf
    - Linked to areas where members can go for more help
    - Fully developed by the fall
- Directory
    - Fully searchable
        - o Name
        - o Location
        - o Professional area
        - o Current on dues will depend on what data is seen

- Online Communities
    - Higher logic
    - On line community for each chapter
    - Officers will have administrative control
    - Landing page
    - Content on page
    - Tab for document sharing
    - Discussion forum – will replace listserv!
    - End of June Early July in connection with website launch
    - Will have the opportunity for calendar feature
    - Facebook page set up
    - Chapter Communities will aid in assisting the staff to communicate with chapters and chapter officers (who will have their own individual community) in the areas of
        - o Market chapter brand….
        - o Chapter help… not only to show how but help to do it
        - o Student engagement – as communications specialist
        - o Kevin – In Andrea's overall project (not just in connection with website) of establishing best practices in chapter leadership – communities will aid staff to encourage chapter to have a succession plan

- **OLD BUSINESS**
    - Chapter of Excellence Criteria (Grants, Membership & Programs Team continues discussion and investigation)
        - Kevin
            - Idea of transitioning chapter of excellence form an award to something that all chapters could attain – list of criteria
            - Criteria higher than having a pulse
            - Goal is to try to get chapters to strive for something higher
            - If 200 chapters can do this give them all a "badge"
            - Items to weigh when developing criteria: distinctions between those academia-based chapters and area groups, lab; Make sure criteria is attainable by every size (no. of members) chapter
            - Letter to head of chapter base
            - Carrot – distinguished lecturer, additional chapter funds, pizza party etc
            - Some/all chapter criteria may be covered in chapter report

    CQM gave "blessing" to staff to investigate, develop, propose. Kevin/Andrea will start proposal but please feel free to email Andrea questions that need/should be asked.

    - Reaffirmation of CQM Proposal to Board Regarding Adopting Changes to Chapters in Good Standing Policy (from CQM October 2013)
        - Add criteria for Treasurer's Report filing on or about July 1 annually;
        - Chapter must have by-laws on file

    CQM agreed to move forward with proposal as originally intended and discussed at CQM Meeting in October 2013.
    Action Andrea will provide Tina with number of chapters that have submitted By-Laws and Treasurer's Report.

- **NEW BUSINESS**
    - SMEE Grant John Deere

    CQM Approved SMEE Grant Submitted by John Deere Chapter.
    Action Andrea will provide award notice to John Deere Chapter.

    - Allowing Sigma Xi Inactive Members to Make Nominations- nothing in bylaws or constitution that keeps an inactive member from nominating

        To be consistent with rules anyone can nominate dues or not.

        Allows us to contact inactive members to pay dues and current contact information

        Website and networking with current information

        Allows dissemination of SX info to these inactive members to get them active again

        Weblinks on electronic nomination form

        Pay your dues

        Benefits of membership – full use of database

        Full use of website

        - Yes – can gain us a few more members
        - No – people can self-nominate through CQM already
        - Discussion

    CQM gave go-ahead to staff to allow Sigma Xi inactive members to make nominations.

- Adding an Ethics Component to Membership
  - Setup a process by which Sigma Xi membership can be terminated due to a member's unethical behavior in research science/engineering.
    - Nomination process
      - Membership held to a higher standard….
      - Integrity of membership
      - Comparison to other science society – include statement about an individual's character
      - Nomination to membership – I also attest that this individual has conducted research responsibly and with integrity
      - Nominated not only by quality of research but for integrity of research
      - Letter of reference for online
      - Linda – disagree – has to be an assumption that we as members make when we nominate members.
      - Emma – in application rather than the nominator taking responsibility… the nominee should make the pledge that they have and will do research in honorable and ethical manner.
      - Nicole – agree with Emma as to individual
      - Policy change? Draft specific language. Then to chapters for approval etc…
        - Enforce what is already in by-laws
        - All nominations regardless of chapters etc.. nominee has to sign off on ethics I agree on electronic submission.
        - Does this need to be a policy change etc.. ?
        - Need to ensure that initiates know about the pledge
        - If we build into the online nomination process a check box and put our ethics statements on it not as a link etc…..
        - By clicking this you accept this ethics process.

  CQM agreed that there is no need for any type of policy change – that the pledge already encompasses an implied ethical behavior component. More emphasis needs to be placed on making nominees aware of the pledge. Once done, serves as a mechanism for termination due to unethical behavior.

- **OTHER BUSINESS?**
  - Associate Director nothing in bylaws says we should not have an Associate Director for members at large. – gathering nominations.
    - Voting via survey tool
    - AD starts July 1 for term
  - Change by-laws to focus membership at large to any other group/region
  - Members at large currently not assigned to a region and should be
  - Money in budget for regional meetings
    - Some regions have had meetings already / some sporadic etc.
    - FY 15 budget
    - Allocation of staff resources

- **ADJOURN**