

Minutes, Q&P Conference Call 1-2 EST, September 20, 1996

Roll call:

1. Roger Hoerl
2. Joe Voelkel
3. V. Czitrom
4. T. Boardman
5. E. Boardman
6. S. Devlin
7. R. Leon (partial)
8. L. Hare
9. Bob Mason (partial)
10. S. Zayac (partial)
11. T. Crosby
12. I. Sande

Action Items from Conference Call

Previous action items, still incomplete, with comments

25. R. Mason (With Leon) Create a process for transferring ongoing member updates on the Home Page to yearly updates to the operating manual. This is ongoing.

** still ongoing

*** was not present at the time of this item (9/96)

31. R. Hoerl (re action item 21: T. Boardman. Send note to Lynne/Roger about home page (missing buttons...)) Contact people who have not responded to Tom's requests.

** We still need SPES permission to put the joint newsletter on the Web. R. Hoerl will contact SPES again to verify this is OK, and then contact R. Leon to contact J.

Buckingham.

*** Has been taken of (R. Hoerl, 6/14/96)

*** T. Boardman -- still need to get SPES permission. He will be at SPES meeting (8/5?) and see if this was done. (additional action item, 64).

**** T. Boardman has still not heard from SPES, but believes it's OK. R. Hoerl will write Karen Jensen at SPES to that Q&P understands it's OK to put newsletter on the Web unless we hear from her by a certain date--action item 76.

36. L. Hare Send a report on "moderated discussions" via E-mail when results are gotten.

** so far, little luck doing this through NIST. R. Leon suggested that he will be able to do so at some point with his server.

*** 36 OK. part of SPES plan

**** Still experimenting with it. (9/96)

39. R. Hoerl (slightly modified from last minutes. Had been I. Sande's responsibility) Ask P. Donnelly to include a regular sidebar in the newsletter to remind people how to get to the web

* done

43. T. Boardman Check about ASQC linking to Q&P, and offer recommendations.

** done. But no response yet. 2nd request out, no response from Webmaster.

*** Have now gotten a response, and are moving on this (R. Hoerl, 6/14)

**** T. Boardman. Thought it was done, but apparently not. (link from SPES also?)

**** T. Boardman. Still not there. He'll keep on it (9/96)

45. L. Hare Let ASA know that Q&P is using technologies well (home page, e-mail, and conference calls), by a letter to AmStat News.

** need to do

** done (9/96)

46. J. Voelkel Send stationery to L. Hare.

*** R. Hoerl will do -- 50 copies (9/96)

47. L. Hare As chair-elect, get stationery next year with web address, and write this into chair-elect's job in the operating manual.

* not done

** not done (9/96)

52. V. Czitrom Ask the Q&P Conference board to find someone to edit the global web page

* not done. R. Leon--two Web pages for this conference, only one of which needs to be changed. Not a lot of work, but needs to be done. J. Hooper agreed to do this (additional action item, 65).

** V.C. will discuss with T. Boardman and Ramon and J. Hooper for how to do this (9/96).

53. All Send ideas to T. Crosby for 1997 JSM invited sessions.

* mostly, not done

** done (9/96)

54. V. Czitrom Send the portion of the Q&P Research Conference manual on budget information, and on conference organizers, to S. Devlin.

* done, but not received. To be sent again.

* V. Czitrom sent some material, but now will also send last year's budget (9/96).

55. S. Devlin Contact appropriate Q&P Research Conference organizers to handle budget issues and responsibilities (per item 6 of these minutes).

* still waiting for budget information, so not done yet

** (blend in with item 54) (9/96)

56. All officers and committee leaders. Update your job description by the JSM, and present the update to R. Mason. (E-mail, fax, in person...)

* R. Mason will follow up on this.

** done (9/96)

59. L. Hare (ET 1997 initiative), with ET members. Create dates for accomplishing tasks, by 8/31.

* not done

60. I. Sande (Members 1997 initiative), with Members members. E-mail L. Hare with dates for accomplishing tasks, by 8/31.
* done
61. C. Morgan (Education 1997 initiative), with Education members. E-mail L. Hare with dates for accomplishing tasks, by 8/31.
* not done
(phone number: 757-727-5364, in Hampton Univ., Hampton Va. Chair of Math Dept.)
62. T. Boardman (Communications 1997 initiative), with Communication members. E-mail L. Hare with dates for accomplishing tasks, by 8/31.
* not done
63. J. Voelkel. Talk with SD to see if we can publish some of their articles in Q&P newsletter.
* Janice Shade, SD Newsletter editor, has just been called.
** (J. Shade phone call after the conference call) -- Newsletter copyrighted, but usually not the article. J. Voelkel will work with her on this -- she will contact author for permission, and if OK send me the article in Word 6.0 format.
64. T. Boardman. See unfinished action item 31 above.
65. J. Hooper. See unfinished action item 52 above.
66. S. Devlin et al. Respond to New researches request.
* S. Devlin will talk to Lynne and Eileen at end of conference call.
67. T. Boardman and I. Sande. Meet off-line to discuss how to coordinate and avoid overlap in Communication and Membership tactical plans
* I.S. — where is overlap problem? Tom will discuss via E-mail.
68. All. For next JSM, recommend courses to Bill Letsinger.
* done
69. V. Czitrom. Add to job description--create a process, so that after names of newly elected officers appear in Amstat news, information about them can be put on the home page.
* Roger — will put this in Chair-Elects' (Nomination head) job description (action item 77)
70. R. Hoerl. Get in touch with Janet B. and Pat D. to notify about due date for winter newsletter.
* Done: October 1 is deadline.
71. R. Hoerl and I. Sande. Contact Marie Argana re adding Q&P brochures in mailing packet of new members of ASA
* Have contacted her. She will bring up at ASA meeting, and said will get back to Roger.
72. V. Czitrom. Look into possibility of Q&P section taking financial risk and reward at Q&P Research Conference.
* brought up at Q&P Research-Conference conference-call. Q&P Research Conference and Q&P section will split the reward and risk, just for the workshop. V. Czitrom will check for actual amount of split.
73. V. Czitrom. Have conference call with D. Lin and R. Hoerl to discuss requests from MSMESB: fund a lunch, fund a speaker, organize a session
* not yet done
74. J. Voelkel. Send OM on disk to R. Mason.
* done

New action items

75. R. Hoerl Send 50 copies of stationery to L. Hare.
76. R. Hoerl Write Karen Jensen at SPES to that Q&P understands it's OK to put newsletter on the Web unless we hear from her by a certain date
77. R. Hoerl Create a process and put it into the Chair-Elects' (Nomination Committee Chair) job description, so that after names of newly elected officers appear in Amstat news, information about them can be put on the home page
78. R. Hoerl Call P. DeFeo to check on status of Newsletter.
79. R. Hoerl Review changes to Operating Manual and return to R. Mason.
80. R. Mason Send updated manual to J. Voelkel
81. J. Voelkel Include 1997 officer list in Operating Manual, send onto R. Leon.
82. I. Sande Submit information to S. Zayac on Q&P activities that she led from the JSM.
83. S. Devlin Submit information to S. Zayac on Q&P activities that she led from the JSM, if and when time permits.
84. L. Hare Tell R. Leon when he can link to Web forum at NIST
85. L. Hare Send I. Sande a listing of members' E-mail addresses.
86. I. Sande write up a short note of what services we offer, without monetary details
87. T. Crosby send latest information on the JSM 1997 program to P. DeFeo, by October 1.
88. All Send feedback on Web forum to Joan Rosenblatt via the Web forum page (<http://www.nist.gov/hypernews/sed/get/formul1.html>).

Agenda

Agenda For 9/20/96 Q&P Conference Call:

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|--------|---|-----------------|
| 1:00pm | Roll Call | All |
| 1:05 | Review of Action Items From Chicago Meeting | All |
| 1:20 | Updates (If any) on 1996 Priority Projects | Project Leaders |
| 1:25 | Updates On Status Of 1997 Priority Projects | Lynne |
| | *Statistical Education (Carolyn or fill in) | |
| | *Communications (Tom) | |
| | *Emerging Technologies (Lynne) | |
| | *Membership Enhancement (Innis) | |

1:45	Newsletter Status	Pat
1:50	Operating Manual Update	Bob
1:55	Next Conference Call	All

New items

Item	Description	Responsibility
1	Review of Action Items From Chicago Meeting See above list	All
2	Updates on 1996 Priority Projects R. Hoerl — S. Devlin will present a talk at an AMA Conference in October on “Churn Management: Clients’ Needs and Research Challenges.” Susan will also ask the audience for ideas of research areas.	Project Leaders
3	Updates On Status Of 1997 Priority Projects	L. Hare

R. Hoerl reminded the group that the idea here is to bring these projects to the next level of detail, from conceptual to specific.

Statistical Education Project. R. Hoerl called C. Morgan, the project leader. She is still working with the team to develop the details of the plan

Communication Project. T. Boardman listed 3 action items:

1. Develop moderated E-mail lists (e.g. NIST)
2. Establish a joint (with SPES) mini-paper newsletter editor.
3. Co-operate with other tactical plans.

Emerging Technologies. L. Hare. No action yet. Will be working with G. Vining and S. Devlin. Still struggling with definitions.

Membership Enhancement. I. Sande. Initial plans and current status are

1. Tell members what we do with their money, from S. Devlin.
Current status: S. Devlin will not write an article about how our money is allocated — this is not likely to be useful to our members, and besides the information is still not available. Instead, Innis will write up a short note of what services we offer, without monetary details.
2. Publish controversial items in the Newsletter and invite comment.
Current status: shooting for June 1997. Still need to have somebody to write the article.
3. Contact Q&P “defectors.”
Current status: L. Hare asked about getting a list of Q&P “defectors” from Ray Waller. Right now, ASA can’t do this, but they should be able to do so soon. (Ongoing, we should be able to do via consecutive years’ membership lists.)
4. Conduct follow-up member survey by email.
Current status: Machine-readable list of members with email addresses is needed. L. Hare will send to her.

Item	Description	Responsibility
4	Newsletter Status	Pat DeFeo

R. Hoerl will call Pat to check on status.

T. Crosbi will send latest information on the JSM 1997 program to the newsletter (already sent to R. Leon for the Web).

Item	Description	Responsibility
5	Operating Manual Update	R. Mason

R. Mason sent updates to R. Hoerl, who will review and get back to Bob. Bob will send updated manual to J. Voelkel, who will include the 1997 officer list, and then send onto R. Leon.

Item	Description	Responsibility
6	Next Conference Call	All

The next conference call is a long call. It will be held on December 19, 2-4 PM EST.

R. Hoerl will hold a separate conference call with the four 1997 project leaders I. Sande, T. Boardman, C. Morgan, and L. Hare, on November 8, 2-3 PM EST.

Item	Description	Responsibility
7	Other Items	
	R. Leon said that to get on the Q&P Web-update mailing list, subscribe on the home page. You can also un-subscribe there. This will notify you of changes to the Web page, which should be about 1 or 2 per month.	