**TDIA-SAS Users Group Planning Committee**

Meeting Minutes

06/11/2009

Present: Diana Robanske, Stephanie Raymond, Jia Lan, Zhao Peng, Phyllis Wright-Slaughter

# I. Member Survey

The last survey was conducted awhile ago and with the change in the sponsorship, now would be a good time to conduct a new one. The purpose of the survey will be to find out members’ preferences for frequency of meetings, meeting times, format of the meetings, topics and ideas for the 10th anniversary celebration. Stephanie will pull out a copy of the first survey and Phyllis will update it. Once it is ready, Phyllis with help from either Zhao or Jia will look into using Google survey tools for putting the survey on line and receiving responses. Details will be posted on the TDIASUG website and/or through a newsletter.

# II. TDIASUG Logo

We are asking members to submit ideas for a logo for the TDIASUG. After discussion, we agreed:

1. The logo contest will be open to persons on the TDIASUG mailing list and TDI students.
2. We will offer several prizes:
   1. a small prize for the first XX entries based on the number of SAS logo items that remain from other meetings (according to 6/12/09 email from Zhao, there are 14 items available). We will randomly distribute these prizes, on a first-come first pick basis;
   2. a cap, t-shirt or mug for the 10 finalists (finalist to select which item after notification);
   3. $100 prize for the winner and $50 for the runner-up. We are thinking of a gift card or check; depending on what is easiest to process.
3. We will ask Vin and/or Jason to be the judge(s) for selecting the 10 finalists.
4. Members will vote on the ten finalists and the one with the most votes is the winner and the second most votes is the runner-up.
5. We will develop an entry form for the contest and post it on the website and or email it in a newsletter
6. Stephanie will talk to Jason about this contest for approval to proceed and to Denise/Wanda about what is allowed according to Dartmouth policies.
7. Diana has reserve monies for the previous SUG which we can use for prizes if necessary. She will purchase 10 mugs and caps but hold on t-shirts pending more information on sizes from the finalists. Any remainders can be distributed at future meetings.
8. We will look for examples of logos from other SUGs to provide ideas for the TIDSUG logo.

# III. Website Update

The website has had intermittent connection issues that seem to be related to the domain name under Dartmouth.edu. Jia has registered tdiasug.org but that cannot be hosted under the Dartmouth domain. A quick test during the meeting showed that the site was working so we will conduct random test throughout the next 3-6 months to determine the extent of the problem (if any). We can also look at an external host if necessary. The links from SAS and SAS Community are working. Stephanie will also try to talk to Deb Kimball about a link on the TDI website.

# IV. 10th Anniversary Celebration

For the 10th anniversary next year, we would like to do something special; perhaps a picnic or party rather than a formal meeting with speakers. We will query the community through the survey for ideas. We would like to provide t-shirts with the TDIASUG logo (perhaps request a donation of $10 from members).

# V. Future Meetings

For the possible July/August meeting, Stephanie will check with Jason for a presentation of his choice. The NESUG conference is in September so we will plan the fall meeting in October. Zhao will check with SAS about a speaker and topic.

# VI. Other

Register for the NESUG meeting in September; with the educational discount it is cheaper to register individually. We need to check for the easiest process.