Membership: 240 (as of 4/6/04)

Present: Kristeen Bullwinkle, Connie Burkhart, Deb McKinley, Alan Olson, Lani Payette, Nicole Pilman, Jennifer Schulz, Pam Stenhjem, Lori Ann Vicich

Minutes
Kristeen made a motion to approve the minutes, which was seconded by Lori Ann. The minutes were approved as submitted.

Treasurer’s Report
Nicole distributed copies of the budget report.

Action & Discussion Items

New member welcome: There were no new members. Kristeen said that the meeting she had with her new member went very well. Deb McK said the new members she’s talked to have said that the new member welcome is a great idea.

Volunteer appreciation: Jennifer and Stephanie created some thank you cards for all Forum volunteers. Deb signed them at the meeting. They will be sent out in time for Volunteer Appreciation Week.

Volunteer of the Year award: We received three nominations—Suzy Mellem, Pauline Oo, and Nance Longley. We discussed the merits of each nominee and compared them to the criteria of the award. It was a very difficult decision because all three were worthy. We discussed the possibility of giving the award to all three. Most agreed it would “cheapen” the value of the award. We voted and chose to give the new award to Suzy Mellem. We will also acknowledge the other two at the conference. Kristeen will purchase a trophy/award for Suzy.

Tom Foley award: We discussed the way in which we will present the award to him and what it will consist of. Kristeen will pick out an award and work with someone in U Relations on the text. Deb McK will work on a slideshow of Tom’s photos to present at the conference.

Marketing & Promotions budget increase: Pam told the Board that the committee has decided to host a 4th event this year. This event will be held at Eastcliff, where the caterers are more expensive. Also, expenses for the event at Coffman were higher than expected. The committee wants a $1,000 increase in its budget to cover these costs, expecting that they probably won’t use all of the funds. With the cancellation of Genevieve Gorder, the Forum budget can handle it and the board approved the motion.

Committee Reports

Awards:
- Received 80 Maroon & Gold entries, 16 People’s Choice. We’ll collect $1,300+, which will cover the cost of the awards.
Awards, cont.:
- No entries for the Writing for the Web, Online Magazine or Newsletter, or Persuasive Writing. Only two for Technical Writing and Recurring Group E-mail. Lots of entries for Invitations/Postcards.

Conference:
- Genevieve cancelled on us! There was trouble receiving the contract and getting it signed. Robert Stephens, founder of the Geek Squad, will be the new closing speaker. He will talk about branding and will do it for free!
- 46 people have registered so far
- Annual tradition that the board helps stuff folders for the conference. Friday, April 30, 3 p.m., W-162 Boynton.

Marketing & Promotions:
- Eastcliff event, in conjunction with the programs committee, will be June 9, 3-4:30 p.m. Susan Hagstrum will speak about using Eastcliff as a resource. See “Action Items” above for budget information. As an aside, Lori Ann said that Northrop is promoting the use of their space for events (the atrium goes for $100).
- The Forum Communicator e-newsletter has been redesigned by Nance Longley. Will go out soon.

Program:
- April program is “Creating Powerful Webs,” April 20, 3-4:30 p.m., 1-123 CSOM. Already have 60 registered.
- June: Working with the Marketing and Promotions Committee on the Eastcliff event

Technology:
- Have made updates to online conference info as requested
- Zoe Cohen left the U, so Lani will serve as liaison to the Awards committee. Suzy Mellem is still Program liaison

Executive Board:
- Meetings with top communicators officially tabled until after the conference
- Connie is recruiting a nominations committee for the 2004-05 board

New Business:
- Pam asked for volunteers to write answers for a new section of the newsletter, “For Your Edification,” where members can write in with their grammar/style guide questions. A “style team” will respond. Jennifer volunteered and some other names were suggested.

Adjourn: Alan made a motion to adjourn. Connie seconded the motion, which was approved.

Next Meeting:
Tuesday, May 11, 2004
255 WBOB (Lani)

Respectfully submitted by Jennifer Schulz, recorder
Follow-Up Tasks
☐ Attend conference folder stuffing party: Friday, April 30, 3 p.m., W-162 Boynton
☐ Kristeen & Deb McK follow up on Foley award/slideshow
☐ Kristeen find award for Volunteer of the Year
☐ Call new member(s), if you volunteered to do so (call Jennifer for a UDS gift certificate)
☐ Send content for newsletter to Pam
☐ Connie will organize nominations committee
☐ Deb M. will set up meetings with senior communicators (tabled)

For Future Discussion
☐ Student involvement/projects for communications students