Present: Deb McKinley, Connie Burkhart, Lori Ann Vicich, Jennifer Schulz, Alan Olson, Stephanie Bettermann, Pam Stenhjem, Ginny Hanson, Kristeen Bullwinkle, Lani Payette, Bonnie Marten, Liisa Beckman, Maggie Catambay, Pauline Oo, Jerry Taintor

BUSINESS MEETING

Chair’s Report
Deb began by introducing an ice breaker game that allowed everyone to learn something about the past and present board members in attendance. She then introduced the new members to the “ins and outs of the Forum:”
- overview of the mission
- review of last year’s workplan
- roles and responsibilities of board members and committees
- financial matters/procedures, budget issues
- overview of the listserv/database (Deb encouraged people to use the listserv more!)
- parking (get the stamp from Lani or Ginny for your committee meetings—try to avoid having to pay for parking if possible)
- how board meetings are run

Agendas: Please send items for the board meeting agendas to Deb before the meeting.

Committee Welcome Sheet: Deb has drafted a committee welcome sheet as an introduction for new committee members, which has been sent to board members via e-mail. This welcome sheet was developed in response to questions posed by new members of the Marketing & Promotions committee. Committee chairs are encouraged to modify the welcome sheet to meet the needs of their committee and to use as an orientation for their new members.

Minutes
Ginny made a motion to approve the minutes, which was seconded by Connie. The minutes were approved as presented.

Committee Reports
Conference: Nothing to report.

Program: Ginny reported that she has a co-chair—Deb Stull Erickson from Human Resources. Ginny has received several good suggestions for programs already. She encouraged all committee chairs to review the “Role of Committee Chairs” handout included in the packet Deb distributed.

Technology: Lani reported that only one member from the Technology Committee is returning this year. She solicited ideas about how to recruit new members. Lani is still looking for a co-chair. It was brought up that the role of the technology committee should be reviewed by the board this year.

Marketing & Promotions: Stephanie and Pam reported that this committee met at the end of June. They have a number of strong members who are already working on the Pizza Party. There is discussion of combining the pizza party with a re-screening of the “What Inspires U?” video from the conference.
**Awards:** No meeting has been held yet.

**New Business**

*Meeting Schedule:* Board meetings will be held the second Tuesday of each month from 3 to 4:30 p.m. A sign-up sheet was passed around for board members to host a meeting. The schedule will be posted on the website.

*Budget:* Deb distributed budget statements. Liisa reported that UDS’s charge for the food from the January member appreciation event has not gone through yet and is not reflected on the statement.

*Attendance problems:* Liisa reported that there was a 50 percent “no-show” rate again at the Mangia happy hour event. This is an issue that the board will need to continue to discuss.

**TRAINING SESSION**

“Recruiting & Motivating Volunteers”
Amy Wagner
Director, Board Recruitment & Volunteer Services
The Management Assistance Program for Nonprofits

Amy began by explaining that MAP is a nonprofit consulting firm providing services to thousands of nonprofit groups, such as committee and board development and volunteer recruitment. She also distributed a folder of information about MAP.

The group first discussed why they joined the Communicators Forum board. Most agreed it was because someone asked them! Amy explained that we should “tailor our ‘ask’ to the motivation of the volunteer.”

Amy then described the role of a board development committee (to nominate new members plus provide development and team-building opportunities), the board recruitment process, and the signs of a healthy committee.

Everyone then broke into small groups to discuss a group they loved being a part of and why. The groups then shared what they had come up with. Amy built on this by offering additional ways to involve volunteers and retain them.

The training session concluded with another small-group activity in which committees began to create action plans for the year. Amy provided some web links for further information:
- MAP’s free management library: www.mapfornonprofits.org
- BoardSource: www.boardsource.org
- Board Café: www.compasspoint.org

**Next Meeting:**
Tuesday, Aug. 12, 2003
300 Transportation & Safety Building

*Respectfully submitted by Jennifer Schulz, recorder*