Membership: 248 (as of 10/7/04)

Present: Connie Burkhart, Santiago Fernandez-Gimenez, Ross Janssen, Deb McKinley, Jessica Mooney, Lani Payette, Nicole Pilman, Jennifer Schulz

Minutes
Jessica made a motion to approve the minutes, which was seconded by Deb. The minutes were approved as submitted.

Treasurer’s Report
Nicole distributed copies of the September budget report. There were no unusual charges to note.

Announcement
Congratulations to Kristeen Bullwinkle who just got married!

Action & Discussion Items

New member welcome: Jennifer explained the basic premise of the new member welcome program and circulated a list of new members since August. Those in attendance could choose a new member to welcome. There were some new members who have not been chosen yet, so Jennifer will send email to board members who were not at the meeting.

Awards vacancy: We received lots of response from members at the Kick-off Event saying that they would like to be involved on a committee. Connie distributed a list of survey responses. We have two ideas for an awards chair: Donna Weispfenning (she semi-volunteered at the event) and Jeanne Swope (who indicated on the survey that she was interested in joining the awards committee). Jessica knows both women and will contact them.

Committee Reports

Program:
- The October program will be on evaluating the effectiveness of your communication methods. The November program will be on design basics. A future topic will cover privacy and communication.

New Business

Increase awareness of Forum: The board discussed ways to increase the awareness of the Forum on campus. A simple idea is to include events in the Brief and Events calendar. The Forum also needs to increase awareness among higher-level communicators and administrators. One idea was to hold a joint session on the role of communications and communicators for both communicators and administrators/managers. The group also discussed ways technology can help the Forum (such as an online database of campus publications). The November agenda will include a further discussion of the Forum’s technology needs, to give the Technology Committee goals for the year. Board members should bring a wish list.
Next Meeting:
Tuesday, November 9, 2004
3-4:30 p.m.
240 Donhowe Building (Alan)

Respectfully submitted by Jennifer Schulz, recorder

Follow-Up Tasks
- Send content for newsletter to Pam Stenhjem
- Bring “wish list” of Forum technology needs to the next meeting
- Contact new members
- Jessica follow up on awards committee chair suggestions
- Jennifer send out list of new members who have not been “claimed” yet