COMMUNICATORS FORUM BOARD MEETING
October 14, 2008
Billy Weisman room

PRESENT: Tricia Conway, Ingrid Nuttall, Christopher James, Jen Keavy, Nicole Pilman, Jessica Franken, Melanie Clarke, Erin George, Kelly O’Brien, Robyn White, William Dana, Lani Payette

ABSENT: Sara Specht

BUSINESS

Christopher moved and Robyn seconded the motion to approve the agenda. The September minutes were also approved.

NEW MEMBER EVENTS

Jen has three new member welcome events scheduled, one on each campus (East Bank 10/20, West Bank 10/23, and St. Paul 10/27). She is looking for board members to co-host with her. At the events, she will promote our Facebook group and hand out the “what UMCF is about” flyers.

BUDGET/EFS UPDATES

OHR did not accept our proposal to be mapped to them in EFS, so we are still mapped to University Relations. New member income will be coming in soon. We still have outstanding debt to ASR. Nicole is heroically battling EFS to figure everything out. We still don’t feel that U Relations is the right place for us to be housed, so Tricia will talk to the VP of budget and operations. We may end up back in Accounting Services.

DISCUSSION AND UPDATES

CONFERENCE

They had their first committee meeting 10/13. Grammar Girl is confirmed as our keynote speaker. She costs $5000 plus travel and lodging. MJC is co-sponsoring the reception, which Grammar Girl will also attend. The conference committee is discussing how best to use GG’s time. They are considering a “stump the experts” panel with her and people from other disciplines. GG will be discussing not only writing, but how she markets herself. She will be mentioning us on her podcast!

The conference will be May 6 in Coffman; the reception will be at the Weisman. The reception will have an open bar with appetizers. It will also include a Grammar Girl book signing, a raffle, and a drawing. The Mike Award will be part of the reception this year. Other awards will be moved back to lunch time, into a 30-minute presentation. The vendors will be in the Great Hall around the edge of the room. The Annex will be for the Mike Award entries.

The committee is also working on additional sponsorships to make sure the conference comes in under budget (possibilities include University Bookstores, SJMC, Center for Writing). The goal for attendees is 200. We will put a save the date in the next newsletter, but not mention Grammar Girl yet.
THEME CONVERSATION

We had a discussion on whether or not to use the theme (superheroes) for the monthly programs. We do want it for the conference, but it can feel forced for the programs, especially for people that just attend one or two. We can keep the theme of “super humanness” in mind throughout the year, and use corresponding language where it fits, but don’t need to force it.

PROGRAM

The September program went well and had good attendance. Evaluations were overwhelming positive. RSVPs were more than 90 and attendance was about 75. Kelly got the food at Costco which was cheaper. The October program will be held at the Weisman, October 30 from 3 to 4:30.

The November program warrants a bit more conversation since we’re doing something different with the small group breakouts. We talked about what we need to do so that we can have some product to hand off to MSA at the end of the session. We’ll tell people they can bring laptops if they wish, but sketching by hand might be quicker. We could use white boards or easels and take pictures of what people come up with. In order not to lose anyone’s work, we should make sure to have a way to collect it right then. On the portal? On our website? The program committee would like to award some prizes that day. Christopher said he would find some from overflow in the Weisman store. Melanie will get some M buttons.

AWARDS

The awards committee had their first meeting, and the committee members are great. At the next meeting they will start working on marketing. They are not planning anything majorly different for this year. They want to increase the number of entries for the Green Award.

MARKETING AND PROMOTIONS

Melanie had a great meeting with the new committee. They are especially excited about exploring a Forum Knowledge Database, where the kind of information that comes through our LISTSERV could be centralized and searchable. They are interested in determining how best we can make our Web site a destination and a resource for members and even nonmembers. Melanie, Lani, and Jessica are going to meet to discuss the possibility of turning the monthly newsletter into a blog.

The marketing committee also talked about getting our site linked to from other pertinent sites.

TECHNOLOGY

The technology committee had their first meeting. They are exploring Moodle as a way for members to connect. They also want to promote use of the MyU portal. We will be discontinuing Web hosting with Web Hotel.

NEXT MEETING

Our next meeting will be Tuesday, November 11, 3:00 to 4:30, in the Billy Weisman room.

Respectfully submitted by Jessica Franken, recorder