Present: Deb McKinley, Connie Burkhart, Jennifer Schulz, Alan Olson, Ginny Hanson, Lani Payette, Deb Stull Erickson, Matt Shimek, Pam Stenhjem

Minutes
Deb M. reminded Jennifer of two changes she had suggested previously. Connie made a motion to approve the minutes, which was seconded by Ginny. The minutes were approved as amended.

Treasurer’s Report
Matt reported that the budget requests that committee chairs submitted were OK and most were approved as is. He handed out the monthly budget report with the new budget amounts on it. The year-end report is still not complete. There was a mysterious $200 charge catering from June. Jennifer suspected it is from Mangia for the member networking event. Matt says the Forum carry-over amount has grown each year, including this year, which shows that we have been responsible spenders.

Action & Discussion Items
E-mail newsletter: Pam reported that she’s received some positive comments regarding the newsletter. Lani said no one has asked to be removed from the mailing list. Pam plans to send the newsletter on Fridays (once a month for now). Call or e-mail Pam if you have information to include. She’s flexible on content and wants to include almost anything members submit. If no one submits, she’ll be forced to “make something out of nothing!”

Managing member experience: Deb initiated a discussion regarding how we welcome new members and make them feel a part of the group and want to stay involved. Currently, we send a welcome letter to all new members. The group brainstormed things we can do to accomplish this goal:
- welcome phone call
- partner/mentor system
- take new members to lunch, ice cream, coffee, etc.
- survey new members to see why they joined, what they want to get out of the Forum
- board members network at events
- identify members’ campus locations on nametages so people who work nearby can meet them
- Ginny mentioned a program at Eastcliff in June that one of her committee members is pursuing

It was brought up that there are many current members who could benefit from the strategies we discussed. It was decided that we need to start with “do-able” tasks. We plan to continue sending the welcome letter, follow-up with a phone call, and then invite the new member to ice cream/coffee. Lani will send the list of new members to Jennifer each month and she will solicit volunteers from the board to call new members.

RSVP/no shows: A suggestion was made to send a reminder e-mail asking members to cancel if they can no longer attend (e.g., “We’re ordering pizza today. Are you still coming?”).
**Measuring success:** Deb M. led a discussion on how we measure success. The discussion was brief, but some ways to measure success were identified:
- web statistics
- listserv activity (can be reviewed at lists.umn.edu, click on “search archives” and then “Forum-C”)
- program attendance
- membership numbers (available on the website on the “current members” page)

**Committee Reports**

**Conference:** The first meeting will be held on Sept. 30th. The “Bacon Number” slideshow has been posted to the website. Committee has six members (two were recruited at the pizza party)

**Program:** Lani reported that Suzy Mellem is still the technology committee liaison to this committee. Program committee has 11 members (3 are from the pizza party). Proposed programs:
- Sept. 25: Art Building Tour
- October: Web update from U Relations
- November: Public Speaking — Conquer Your Fear
- December: Brainstorming/Mentoring Program

**Technology:** First meeting will be Sept. 23. Provided the mailing list for the letter Deb M. sent to all members who did not attend the pizza party. Posted conference slide show and pizza party summary on the web. Evaluating how to collect Forum Web statistics. Has two members and five sign-ups at the pizza party.

**Marketing & Promotions:** 52 people attended the pizza party (27 no shows). The first issue of the e-mail newsletter went out on Sept. 5. The member survey is currently on hold. The committee wants to make sure it is done right. The committee has seven members.

**Awards:** Anticipate the first meeting this month. Five members total (three recruited at pizza party).

**Executive committee:** Deb M. sent letters to all members who did not attend the pizza party encouraging them to stay involved in the Forum.

**Other Business**

**Room rental:** Connie asked if there was a master list somewhere of all the rooms available for rent on campus. The program committee is developing one, but no one knew of a comprehensive list that already existed.

**Conference web page:** Connie asked if last year’s conference information could be posted to the web site again for people to refer back to. Connie and Lani will pursue.

**Adjourn:** A motion was made to adjourn by Deb SE and seconded by Pam. The motion passed.

**Next Meeting:**
Tuesday, Oct. 14, 2003
110 Heller Hall

Respectfully submitted by Jennifer Schulz, recorder
Follow-Up Tasks

☐ All board members should consider if they have information for the new e-mail newsletter. Send this information to Pam.

☐ Lani will send the names of new members to Jennifer, who will solicit volunteers from the board to call and welcome the new members.

☐ The Program Committee is encouraged to send an e-mail to members at a crucial time (such as when ordering food) requesting them to “un-RSVP” if they can no longer attend.

☐ Connie and Lani will work together to get last year’s conference materials posted on the website again.

For Future Discussion

☐ Measuring success: review the numbers/statistics we have collected.

☐ Managing member experience: review how the procedure to welcome new members is working.

☐ RSVP/no shows: review if the e-mail tactic is working, consider other ways to improve attendance.