Membership: 244 (as of 9/13/04)

Present: Kristeen Bullwinkle, Connie Burkhart, Santiago Fernandez-Gimenez, Jessica Mooney, Alan Olson, Adam Pagel, Jennifer Schulz, Pat Snodgrass

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

Treasurer’s Report
Connie distributed copies of the August budget report. There has not been a lot of activity since it’s early in the year. Connie explained to the new members how the budget reports are organized.

Action & Discussion Items

Card for Sandra Gardebring: Deb McKinley suggested the Forum send a card to Sandra Gardebring wishing her well as she leaves for a new position. Jessica made a motion to send a card, which was seconded by Kristeen. Connie had the foresight to bring a card, which the board signed.

Finalizing an annual theme: The group discussed the merits and faults of the remaining theme ideas. The Program Committee suggested “What are U doin’?” as a theme because they’ve had many requests for evaluation-related programs. (How do I know if my communications are successful?) Most agreed that it would make a good program or series of programs but wouldn’t work for an entire year’s theme. Most board members liked “Mission impossible” because it sounded most like a theme and because it could encompass many different topics throughout the year. Plus, the graphic design and catchy theme possibilities are endless. Despite a valiant effort by Kristeen, alas, the once popular “Sharpen Your Poodle” fell by the wayside due to the unexpected absence of its main proponent, Deb McKinley.

Awards chair vacancy: Position is still vacant. Still waiting to hear back from a potential chair. Committee’s work doesn’t really begin until February. We will try to recruit someone at the event on Friday (9/17). We should tell potential chairs about our willingness to hire a student(s) to assist.

Kickoff event update: Planning is going well, despite a slim response from volunteers willing to speak on the panel. The panel will consist of Pam Stenhjem, Jennifer Schulz, Alan Olson, and Jessica Mooney, with Adam Pagel moderating. The panelists should discuss their involvement with the Forum and how being on a committee has been a benefit to them (benefit to your job, networking success, skills acquired, etc.). The event will consist of a presentation by Rosie Barry of Training Services, a brief introduction to the Forum by Connie, concluding with the panel discussion. We will distribute a sheet that will ask members what skills they have and which ones they want to develop more. This will serve as their raffle ticket. (Jennifer will buy two $25 gift certificates to local restaurants and Adam will buy wine for gifts.) We will use the sheets to follow-up with potential committee members. It was suggested to allow members to “opt-out” of being contacted. We will also develop a handout that describes the committees. (Connie, Pat, Santiago, and Adam will develop.) We will also distribute the usual evaluation.
Committee Reports

Conference:
We will have all new members on the committee this year.

Program:
- The Program Committee met for a kickoff lunch and had a record turnout. The next program is planned for Oct. 26 over lunch at Walter Library. The topic will be on evaluating communications, specifically without a lot of money or staff (more like guerilla tactics). The committee hopes to follow up with a program on running a focus group.

Marketing & Promotions:
The Forum Kick-Off event this Friday is coming together nicely. So far there are 57 “yes” RSVPs. Adam has had difficulty finding volunteers willing to speak about their professional development through Forum participation (see “Kickoff Event Update” in Action Items section).

New Business

New member welcome:
Connie asked about the status of the new member welcome program. Jennifer will contact Lani to get the names of new members.

Adjourn: Jessica made a motion to adjourn. Santiago seconded the motion, which was approved.

Next Meeting:
Tuesday, October 12, 2004
3-4:30 p.m.
350 McNamara Center ( Deb)

Respectfully submitted by Jennifer Schulz, recorder

Follow-Up Tasks
☐ Send content for newsletter to Pam Stenhjem
☐ Connie, Pat, Santiago, and Adam develop handouts for Kickoff event
☐ Jennifer and Adam buy gifts for Kickoff event
☐ Jennifer follow up with Lani about new members