COMMUNICATORS FORUM BOARD MEETING
September 9, 2008
Billy Weisman room

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

ABSENT: Nicole Pilman

BUSINESS

Robyn moved and Melanie seconded the motion to approve the agenda. We confirmed that meetings will always be in the Billy Weisman room, with a different host (treat-bringer) each month. Robyn volunteered to bring food to the October meeting.

BUDGET STATEMENTS

All speakers have been paid; any money we owe is internal. The updated budget (including the cuts we made at the August retreat) looks good. We need to watch our expenses closely and stick to the budget so that we leave the planned carryover for next year’s committee.

ROBERTS RULES OF ORDER

Tricia reviewed the process and took questions.

OHR/EFS UPDATE

Christopher talked to OHR about our being mapped to them for EFS. He and Tricia worked up a proposal and sent it to OHR. We should know the result soon, but it is looking favorable.

If we are denied, we will ask U Relations for an extension.

VOLUNTEER OF THE YEAR AWARD

Committee chairs will be asked to nominate someone in March. Please be thinking of who you would like to nominate.

COMMITTEE UPDATES

PROGRAM

The program committee passed out a tentative schedule and will carry the Comic Book theme through the programs. The first one will be on Video and is scheduled for September 25, reception at 3, program at 3:30. It will be held in Walter 402 and feature Justin Ware, Colin McFadden, and Paul Bernhardt.

We’re all excited about the November program, when attendees will split into teams and come up with solutions to an actual communications need: how to promote Support the U Day. We should be sure to
document this program, and perhaps promote it to The Brief. If it goes well, a program like this could become annual.

Whenever there is an upcoming program that may be of interest to a certain group or to individuals we know of, we should make sure to invite them. It’s a great way to recruit new members.

**CONFERENCE**

We decided for sure on the Comic Book theme. Ingrid has reserved Coffman for **Wednesday, May 6**. This date should avoid commencement conflicts, and looks pretty open on the events calendar.

Erin George has agreed to chair the Conference Committee. Ingrid will continue to be involved until she goes on maternity leave in January.

Ingrid will look into getting Grammar Girl as the keynote speaker. We will plan on providing free beer and wine at the end of the day, as well as a light breakfast, lunch, and end-of-the-day appetizers.

**AWARDS**

The Awards Committee has two new members, and is in the process of scheduling their first meeting.

**MARKETING AND PROMOTIONS**

Melanie will be sending out a request for additional members for her committee. She is getting a lot of requests to join the design e-mail list, and telling people they need to be Forum members to be on it.

**TECHNOLOGY**

An e-mail function is being added to our site (at no cost) that will send us automatic e-mails when someone registers as a member.

Access to the database is restricted to JaWS employees, but Ryan will provide us with a database schema for us to have on record. Ryan is also working with Nicole to make the changes for EFS billing and format reports for budgeting.

For the time being, members can send updates to their information (titles, etc.) to Lani. In the future, they will be able to make these updates themselves.

**AT LARGE DIRECTOR**

Jen will be setting up new member events, and will send a list of new members to Jessica to be welcomed in the newsletter.

**NEWSLETTER**

Jessica will send out call for content and work up a schedule for the year.

**NEXT MEETING**

Our next meeting will be Tuesday, October 14, 3:00 to 4:30, in the Billy Weisman room. Robyn will host.

*Respectfully submitted by Jessica Franken, recorder*