Meeting Minutes – July 12, 2006

The meeting took place at KT 147 at 9:30. In attendance were: Mike Kelly, Norm Newman, Pam Zepp, Renee Eshcoff, Kim Wagner, and Jennifer Mayhall.

There is a need to change the Steering Committee meetings from the 2nd Wednesday of the month to the 3rd Wednesday of the month. Mike Kelly will notify members of the new dates.

Financial Overview:
Renee Eshcoff shared a handout of the ASC Accounts, and explained that all money deposited for ASC goes into the I-P Foundation, and then funds are shared with other accounts. Questions:
1) Regarding MidWinter Auction & Holiday Fundraiser, which funds were these advertised to support: Dependant Scholarship or Professional Development?
2) Discussion about the bake sale cash bag
3) Regarding Professional Development Scholarship funds authorization, Renee needs to be notified of any authorizations. Any scholarships approved, Renee needs to be notified.
4) All money is collected for the MidWinter Auction & Holiday fundraiser
5) It was agreed to transfer funds from the I-P account to cover the ASC Recognition luncheon

Events:
1) Information Desk – Cyndy Elick has rooms ready, the Web site is close to ready, Mike Kelly has the banner
2) New Employee Reception – need to secure a date that the faculty lounge is free, and that the Chancellor can attend. Norm will follow up on a September date.
3) MidWinter Auction – Norm Newman and Sarah Merchant will determine a date
4) Holiday Fundraiser – Kim DeLeon is interested in hearing new ideas for a fundraiser. Time to do something new.
5) Elections – no report
6) Recognition Luncheon – Kim Wagner shared that the date is Wednesday, April 4, 12-1:15. The ballroom has been reserved and the Chancellor is available. This could impact the election process.

Professional Development Requests:
One request from Julie DeWitt for support of $200 to attend a conference. Motion accepted, seconded, and carried.

ASC Promotion:
1) Publish what our mission is on programs at events so our members understand what they are a part of.
2) Publish FAQs website – why ASC exists – Pam Zepp will check out what
we have and then revise. For instance, we should let members know that they can contribute to ASC with funds taken out of their paycheck (before taxes) PEP. Even a dollar a paycheck will help.

3) Council Meetings – instead of another meeting, enhance our events to promote ASC’s mission (PowerPoint, display board)
4) We need a current Steering Committee picture! It could be as soon as next month, but you will be warned.

The question was raised, “What are our goals as a committee?” It was agreed that an increase of participation at events would help us to promote ASC’s mission. We could partner with other departments (Athletics, CSSAC, Alumni) for events. Another suggestion would be to ask departments for a volunteer to represent ASC news in their department (call it the ASC Network).

Other business:
Pam will talk about Website support at our next meeting. Mike shared that Kari Smith is willing to assist.

The meeting adjourned at 10:42.

Respectfully submitted,
Jennifer Mayhall