Minutes from SIGUCCS Executive Committee Monthly Meeting – March 12, 2018

Present:
Laurie Fox, Dan Herrick, Allan Chen, Lisa Brown, Mat Felthousen, April Mosqus (ACM)

Absent:
Chester Andrews

Meeting Agenda

Old Business
- Last meeting minutes
  - Uploaded to website
- Last meeting action items
  - 2017 Conference pictures to Shutterfly
  - 2017 Conference financials - ACM fees
    - ACM approved to continue using existing formula

Conferences
- 2017
  - Reviewing Final Report highlights next month
  - Closing the financials
    - Questions on ACM fees resolved (old formula will persist)
    - Closure pending approval from conference chair and treasurer
- 2018
  - Volunteer positions still vacant or needing additional
    - Reader volunteers a bit low
      - Pursue past readers
    - Newcomers Coordinator – recommend pairing an “old-timer” with a recent newcomer
      - Seeking recommendations for “old-timer”
  - Registration opening on 5/21
  - Notifications to authors week of 3/12

Seminars
- Disney seminar/tour
- Project Management for Non-Project Managers
- Reaching for the Stars: Becoming an Inspirational Leader
- Culture>Strategy: Leading Cultural Change
- Abstracts and Bios ASAP
- Registration opt-out policy for emails

Marketing
- Review Communication Calendar
  - March topics
    - Communication Awards newsletter article
    - Plenary speaker announcements
    - Pre-conference seminars
    - Webinar
  - Newsletter
    - Book reviews (Allan, Mo; Allan to coordinate with Mo)
- Review progress on Quarterly Priorities & Recommendations from Marketing Project
  - Web site review

Professional Development
- Review Upcoming Events
- Webinars post June needed
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