

MINUTES
AURCO Publicity Committee
September 15, 2005
2:30 p.m. Room A-135

Present: Alan Boettger, Carolyn Freelon, Tom Johnson
Excused: Jack Loesch

1. The meeting began at 2.30pm.
2. The Committee decided that each member would take minutes in rotation, with Tom taking minutes at the inaugural meeting.
3. The agenda was approved without discussion.
4. Tom volunteered to serve as Chair of the committee, being the only faculty member in attendance. The motion was seconded and approved by the Committee.
5. The Conference Theme – “Lessons Learned: In the Classroom, On Campus, in the Community” was presented to the Committee. The members discussed what their initial responsibilities should be. It was decided by consensus that Carolyn would be responsible for preparing all of the printed materials for the conference, Alan would provide electronic materials and resources, and Tom would coordinate and facilitate the interchange of information concerning both. The first priority was designated as finding what publicity materials had been used at previous conferences to be used as a starting point for developing our own. Committee members were also directed to consult with non-Committee members who might have access to relevant information.
6. The Committee decided that, given the small size of the Committee, we would coordinate and share information informally rather than set future meeting dates at this time. Meetings will be called when there was a specific need for the full Committee to meet, such as when Conference or other committee members might be able to attend.
7. Good of the Order: The Committee discussed the role of the absent Committee member, Jack Loesch (who was in class at the time of the meeting). Given Committee responsibilities, the obvious division of labor, and scheduling conflicts in general, the Committee decided that Jack’s participation on the Committee might not be required, barring any

unforeseen circumstances. This can be reconsidered should Committee or non-Committee members determine otherwise.

8. The meeting adjourned at 2.48pm.

Respectfully submitted,

Thomas J. Johnson