

MONTHLY PLANNING & INFORMATIONAL MEETING MEETING MINUTES

July 8, 2004 Purchasing Conference Room Noon

Executive Members Present: Marsha Howell, Jay Greene, Betsy Newman, Dave Petersen, and Debra Parrish.

Executive Members Excused: Bryan Earl, Kelly Olsen, Stacie Gomm, Kevin Reeve, Rob Barton, Shauna Crane, and Liz Allred.

1. **Review of July Meeting Minutes** – Marsha

Dave moved to approve. Jay seconded. None opposed. Meeting minutes stand.

2. Committee Reports –

• Professional Development: Dave

Dave will contact Kelly Olsen to see if she wants to be vice-chair. If not possible names submitted are Stefani Hamblin, Debbie Spackman, Whitney Milligan. All names approved by those there.

• University Relations: Rob

Rob had problems and was unable to attend, but had sent an email to Debra who reported the information that Shauna Crane would be his vice-chair. Rob will be responsible for the website and Shauna would do the Newsletter. The goal is to have the website and newsletter ready by September 1st. We will have pictures taken at next meeting. Introduce new officers on web and newsletter. Suggestion was made to have a baby picture contest.

General Business –

Marsha asked for ideas about PEA Day. Suggestions were for ½ day of classes ending with lunch. Topics need to be timely and of interest. Disciplinary Procedures was one topic suggested. Dave will get with CEA and see what their schedule and topics are/were. Marsha told us that U of U had combined theirs with a Campus Health Fair. They had a Massage Therapist and other hands-on activities for attendees. We would like to schedule PEA day for a day in October or November.

Suggestions were made for having a golf tournament and maybe some other sports events.

Marsha reported that Liz wanted to do a Brown Bag after the November election. Further information coming next meeting.

Thanks to Marsha for treat.