

MN IACLEA MEETING, THURSDAY, JANUARY 18, 2001, HAMLINE UNIVERSITY

In Attendance:

Jodi Inlow, St. Kate's  
Erle Steigauf, Bemidji State  
Suzanne Dugan, MN State-Mankato  
Mike Cappelli, NCU  
Beth Loudon, William Mitchell  
Jenn Furan, MCTC  
Ken Wurster, St. Kate's  
Shannon McGoffin, UM-TC  
Matt Churchill, UM-TC  
John Pack, U of M

Casey McCarthy, Bemidji State  
William M. Weiss, Sr., College of St. Ben's  
Shawn Vierzba, St. John's  
Derrick Skoglund, Bethel  
Skip Heckendorn, St. Cloud State  
Lynette Raymond, St. John's  
Tim Thompson, St. Thomas  
Ben Schnabel, UM-TC  
Sara Mulso, Concordia  
Stephanie Torok, Hamline

10:00 Meeting Starts

-Derrick Skoglund called the meeting to order and opened up discussion as to how everyone is doing in their committees.

-Logo, agreed to eliminate the loon and the scale and put the badge inside of the MN emblem

-It was unclear as to the status of the golf tournament at this time

-Training sessions: computer crime was a topic that was agreed on and Beth Loudon has a speaker for this locked in for the conference. We all agreed that employee welfare was a topic we wanted covered as well. As far as other topics, Derrick asked that this committee decide amongst themselves on speakers as it is too difficult to decide with a large group.

-We discussed how to get on MN IACLEA list in order to receive e-mails

-Talked about the registration brochure-Matt Churchill needed ideas about how the brochure should look. We looked at branching out to send the brochure to all MN colleges and universities.

-Food-Shannon McGoffin said everything is going well, she thinks we will be within the food budget, but doesn't need to worry about anything until March.

-Lynette Raymond and Jennifer Furan are looking at possible activities. They put together a list of highlights, but cannot plan an actual activity as the itinerary is not formalized yet.

-Door prizes are coming along slowly, but surely. Steph Torok and Ray Thrower are working on this committee and are doing ok. Donations to the conference were received from the following:

Bemidji-Polo shirt, long-sleeved t-shirt

Concordia-Keychains, sweatshirt, 2 t-shirts  
Northwestern-Hooded sweatshirt, long-sleeved t-shirt, about 1 million pencils  
St. Ben's-2 sweatshirts, 2 coffee mugs  
St. John's-2 sweatshirts

-The tentative schedule was passed around for everyone to review again

-Discussed where the banquet and golf tournament should be

-T-shirts and polo shirts were discussed for the MN members of IACLEA. A motion was made to make the polo shirts royal blue, and the t-shirts grey with a blue logo. This is the same logo that will be on the "grab bags" for attendees. Motion passed.

-Potential vendors need to be sent to Jim Schumann and Shawn Vierzba

-Discussed the registration fee. It was agreed that a late registration fee should be \$20.00. The deadline to register for the conference was set for March 15, 2001.

12:00 Lunch

After lunch each committee got together to discuss the status of their group.

-The next meeting will be at Bethel College on February 15<sup>th</sup>, 2001 from 11:00-2:00. This meeting includes lunch.

2:00 Meeting adjourned

\*\*NOTE, Stephanie Torok, Secretary, was in and out during this meeting and may have missed some of the discussion.