

Friday, October 5, 2001, IACLEA Meeting, Mille Lacs

In Attendance:

Stephanie Torok-Hamline
Sara Mulso-Concordia
Mike Cappelli-NCU
Shannon McGoffin-Uof M TC
Matt O'Brien-U of M TC
Jim Schumann-St. Ben's
Steve McLaughlin-St. Thomas
Lynette Raymond-St. John's
Ray Thrower-Gustavus
Jodi Inlow-St. Catherines
Shawn Vierzba-St. John's
Terry Gorman-Macalester
Beth Loudon-William Mitchell
Fred Behr-St. Olaf
Bill Storkamp-St. Ben's

Meeting Notes

10:00 Meeting Begins and everyone broke into their respective committees.

11:07 Mike Cappelli passed out last meetings notes and Jim Schumann passed out the newest bank statement.

Motion to pass bank statement made
-Motion passed

There was discussion about the Clery statistics being on the web. Apparently there needs to be either a link from the home page of the college or the statistics need to be within 3 clicks away from the home page. Scott Doner said that we could e-mail him with any questions about this and if we need to get the specific verbage to our IT people. His e-mail address is

sdoner@valdasta.edu

When sending out e-mails to MN IACLEA, Matt O'Brien said to make sure that the group is entered into your address book as

mn-iaclea@yahogroups.com

which will enable us to share information more easily.

11:30 Lunch, Vendor from Smart Software showed us his product during lunch.

12:00 Heads of each committee spoke about what they discussed in their small groups.

Mike Cappelli-Leadership Committee: Mike proposed a leadership meeting for Tuesday, October 23, 2001. Mike will get back to us about this.

Sara Mulso-Membership Committee:

- Talked about contacting people who pay for the membership but do not attend
- Possibility of a "buddy-system" for those who have no affiliation but may be interested in joining
- Have a membership directory for everyone.

Shannon McGoffin-Development Committee:

- Look into the training/information resources each institution has and see what can be borrowed for training between each of us colleges
- Possibility of getting a budget for each committee to see what each can spend on things, for example, postage, speakers, paper and printing materials, etc.
- A certificate or a "thank you" to each speaker who gives time to MN IACLEA acknowledging their time and expertise
- A letter from Mike Cappelli or Scott Doner thanking a speaker
- Develop a list of people who are experts in certain areas that we can call for future speaking engagements
- Have a Certificate of Membership for MN-IACLEA similar to the one for National IACLEA

Steve McLaughlin-Affiliate Membership Committee:

- Get a list of affiliates
- Send list of vendors to Steve and Jim
- Possibility of taking to someone (vendor) about their product at the one-day meetings

Other ideas discussed amongst the group:

- Have Matt O'Brien do the website to relieve Erle Steigauf of the responsibility
- Getting license plate look-up capabilities for colleges and universities

Shannon McGoffin passed out a list of course offerings through the U of M for possible training.

Jim Schumann asked the people who attended the second day of the meeting if he should still charge the people who said they would be attending this conference even though they didn't show up. The rest of the group agreed that Jim should bill them because money was paid by IACLEA, based on their RSVP, to prepare meals for these people.

12:31 Meeting ends.