

# FAC CONFERENCE COMMITTEE

## MINUTES

November 4, 2016

### Members Present:

Judy Wallace, Lynn Roller, Beth Spear, Meg Leake

### Approval of October Minutes

Minutes approved

### Review of conference Logo Designs

- Packet distributed at the meeting detailing several potential designs
  - The major concern for the designer is that there is a significant amount of verbiage.
  - Several suggestions were made to reduce the verbiage in the logos
  - The committee has sent two of the graphics back to the designer with requested modifications.

### Updates

- Call for Proposals
  - The call has gone out, and has been seen at all the campuses that were represented at the meeting.
  - As mentioned in previous meeting Barbara will be strategically encouraging individuals to submit proposals.
  - Will do a call for volunteers at the next meeting for others who would like to do targeted outreach. However, everyone should encourage proposal entries.
- Funding from SUOAF
  - SUOAF has donated \$500.00
  - The committee suggests that Stephen reach out to AAUP and Bob reach out to CCCC
  - Reach out to Jane Gates to request \$150.00 from each of the campus presidents (Meg will determine the mechanics of collection)
- Cost estimates for conference materials
  - Lynn has volunteered to follow up with Roberta regarding costs from last year.

### Review of assigned tasks

- Assigned tasks will be determined at the meeting in December
- Lynn has volunteered to coordinate the conference booklet
- Meg will be distributing a list of tasks that still need volunteers (I.e., Check-ins, registrations, signage, etc.)

### Closing Session (discussion and leadership)

- Stephen and Bill are requested to provide more information regarding the format.

### Other Business

- Meg has booked a room for an extended period of time(if needed) for February 3rd, to do proposal review.
- Call for proposals:

- Proposals will be sent out again on 11/15, 12/15, 1/15
  - Potentially place inserts in campus newsletters and CCCC newsletter
- Tabled Topics
  - Member registration for VIP attendees
  - Targeted outreach volunteers