

*These minutes were taken by "committee" and are subject to approval at the next Executive Committee meeting....
These are the minutes* of the EdTOA Executive Committee meeting held on Friday, September 25, 1998 at the QUALITY INN in North Syracuse NY.

=====> DON'T HESITATE TO SEND ME "CORRECTIONS"

Thankx,
Paul Andruczyk-Secretary/Treasurer
ANDRUCPA@BUFFALOSTATE.EDU

EdTOA Executive Committee Meeting
QUALITY INN - North Syracuse, NY
Friday, September 25, 1998

In attendance:

Bob Racette - Chair
Larry Scott - Chair Elect/Western Region Rep
Jim Carroll - Past Chair
John Birks - Western Region Rep
Mike Neuner - Central Region Rep
Peter Houghton - Northeast Region Rep
Emily Trapp - Southeast Region Rep
Dave Poplawski - NYN/SUNYSAT

Meeting called to order by Chair Racette at 10:09 AM in the Sycamore Room at the QUALITY INN in North Syracuse, NY.

AGENDA ITEMS:

1)MINUTES of the EdTOA Executive Committee Meeting of 2/13/97 were approved.
(HOUGHTON/NEUNER)

2)TREASURER'S REPORT

The EdTOA treasury has a current balance of \$6,707.77. Bob shared a financial update from the 1998 SUNY TECHNOLOGY CONFERENCE. After deductions for expenses at the 1998 Fall Business meeting we should be receiving a check somewhere in the \$1,500.00-2,000.00 range which would represent our share of the 1998 Conference proceeds. Motion to accept report approved. (BIRKS/SCOTT)

3)SUB-COMMITTEE REPORTS

Multi-Media Classrooms (LARRY SCOTT/EMILY TRAPP)

- =====
- Will hold a meeting during the Fall Business Meeting in Syracuse.
 - Going outside SUNY to find out what other campuses are doing for multi-media rooms.
 - Will get E-mail correspondence going again starting from the chair down to the

committees.

- Larry/Emily will do a survey to find out who is doing WHAT with WHAT.
Distance Learning (JEFF ELLIOTT)

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- Jeff has asked to step down due to his heavy schedule. He will be sadly missed as he has provided a great deal of help and service with getting the committee going.

- At the Fall Business meetings, during the EdTOA business meeting starting at about 10:15 AM, discussion regarding a new chair for Distance Learning will take place.
Web Pages (PETER HOUGHTON)

- =====
- Peter Jorgenson and Bob Yavits assisted in updating the membership area.
 - Peter will do more job postings including other than SUNY schools.

4)1999 SUNY TECHNOLOGY CONFERENCE

Peter provided the latest information on the 1999 STC:

- Dates-> June 7-8-9 at the FOUR POINTS HOTEL
- We overlap this year with FACT at UTICA-ROME June 9-10-11
- Registration will remain at \$90.00
- No Theme as of today
- Review of ideas/suggestions from last year
- Need Keynote/PD session ideas
- STC Planning Committee would like track sessions by December
- COA is looking at possibility of doing a lap top "shoot out"

5)NYN/SUNYSAT (DAVE POPLAWSKI)

- As far as conversion to digital transmission end goes and receivers, beginning sometime in October campuses will be contacted with regard to installation of LNBS and digital receivers.

- SUNYSAT should begin transmitting in digital sometime in November depending how installations go. SUNYSAT will do both analog and digital for a limited amount of time - once everyone is set, the analog feed will be eliminated.

- NYN may put something up on SUNYSAT explaining more about the operation of the receivers.

- Talked about holding an OCTOBER 7th demonstration of the digital receiver somewhere in the Western New York area.

6)1998 FALL BUSINESS MEETING

- Dates are November 5-6th at the QUALITY INN on Buckley Road in N. Syracuse(right "around the corner" from the FOUR POINTS)

- Will run in conjunction with TEACHING TOOLS '98 at Syracuse University
- No charge for meetings
- Meals(THURS-dinner/FRIDAY-breakfast and lunch) are covered
- Tentative Schedule:

NOV 5 TEACHING TOOLS '98 9 AM - 4 PM

EdTOA Social/Dinner 6 - 9 PM

NOV 6 System Administration Updates 8:30 - 10:00 AM

EdTOA Business Meeting 10:15 - 3:00 PM

AGENDA:

1999 STC needs(speakers/track sessions)
Sub-Committee reports
(Replace Jeff Elliott)
AV Demo
NYN/SUNYSAT update
Old Business
New Business

7)OLD BUSINESS

None

8)NEW BUSINESS

Recruitment Needs:

- Need to work on making EdTOA more popular with staff and technicians in SUNY. We have to get more people involved with EdTOA
- E-mail more info to campuses
- more info on the web sight
- send out messages introducing chairs and sub-committee work. Monetary Support for Secretary/Treasurer:

- Paul reported that this semester, although he is still serving as Interim Coordinator of IR at Buffalo State, he is not on a SUNY line and therefore can not get support for travel expenses to EdTOA related activities. He feels fairly certain he will be retained in the Interim Coordinator function for the Spring 1999 semester and return to a temp service status on a SUNY line.

- the EC moved to reimburse Secretary/Treasurer for travel, food and lodging at the State rate. (BIRKS/TRAPP) Motion carried.

- Peter Houghton announced that Conti Pollack(SCHENECTADY CCC) is retiring effective December 31, 1998.

Motion to adjourn to enable Executive Committee to attend SBE Regional Meeting at the FOUR POINTS. (CARROLL/HOUGHTON) Motion carried.
Meeting adjourned at 1:03 PM.

12/2/98