

These minutes are subject to approval at the next Executive Committee meeting.....

EdTOA Executive Committee Meeting  
Turning Stone Conference Center  
Verona, NY  
Thursday, September 26, 2002

**In Attendance:**

Bill Meyers – Chair  
Dave Geasey – Past Chair  
Emily Trapp – Chair Elect  
Paul Andruczyk – Secretary/Treasurer  
Hailey Dick – Central Rep  
Mark Hine – Alternate Northeast Rep  
Peggy Noll – Alternate Southeast Rep  
Bob Racette – Northeast Rep  
Roy Saplin – NYN Liaison  
Peter Houghton – Webmaster  
Bill Canning – Oswego(guest)

Meeting called to order by Chair Meyers at 10:41 A.M.

**AGENDA ITEMS:**

- 1)MINUTES of the EdTOA Executive Committee meeting of 11/28/01 were approved despite the fact the Secretary had page 2 stapled in upside down.  
(NOLL/DICK)
- 2)TREASURER’S REPORT.  
Current balance is \$353.67.  
Will deduct cost of today’s meeting(catering charges/Paul reimbursement for travel).  
Bill updated committee about STC “proceeds” forthcoming hopefully sometime in October. Due to the uncertainty of the “health” of our treasury, the committee felt it wise to pass on any plans for a fall business meeting.  
Discussion was held regarding future EdTOA endeavors(i.e., regional meetings/workshops/seminars) along with a need for some kind of “systematic” distribution of STC “proceeds”. Do we work with a percentage or can we request funds for our “operational budget” from the STC account?  
Members of the Executive Committee who sit on the STC Planning Committee will share these concerns/questions with that committee.  
Report accepted. (RACETTE/GEASEY)
- 3)REGIONAL REPORTS  
No regions have had meetings as of today.  
Cortland hopes to host a Central region meeting sometime in February/March of

2003 to “show off” their new Pinnacle Lab. Cortland will also be a Beta test site.

Discussion was held regarding the election of **Garnet Barrigar**, who was elected as a Northeast Region rep at our business meeting at STC in June. It was later discovered that he is from **Potsdam**, which happens to be geographically located in our **Central** region. It was informally decided to let **Garnet** to continue as a member of the Executive Committee and that **Mark Hine** from Oneonta will serve as an Alternate Northeast Region rep.

#### 4)SUB-COMMITTEES

##### **Distance Learning:**

John Birks is chair. He was not able to attend the meeting today.

##### **Multi-Media Classrooms:**

Emily Trapp is chair. She needs to update the committee’s membership. The “terms” for a classroom that contains a variety of presentation “hardware” can vary from school to school as much as the amount of equipment in them.

Emily is working on the “rate card” survey and will get it out to the membership via our listserv.

##### **Web Page:**

Peter Houghton continues to update the jobs page and will update our regional rep page as well.

He reported that he has added a link to the Conference Page that takes one to T.H.E. Journal’s conference calendar that can be used to search for other conferences.

##### **Council of CIO’s:**

EdTOA is represented by Jeff Donahue. He “volunteered” to be our rep on this Council at our business meeting in June at STC. Bill called Jeff and there is nothing “official” to report as of today. Jeff did indicate that Rich Reeder said the Council is thinking of creating a sub-committee to address educational technology issues and would Jeff be interested in being the chair. Jeff’s feeling is that it should be a permanent member of the Council and not someone (i.e., Jeff) who is serving in a liaison capacity.

#### 5)NEW BUSINESS

##### **NYN-SUNYSAT:**

Roy Saplin reported the following –

NYN is in its new home: **Suite 146 – South Concourse**  
**Empire State Plaza**  
**Albany**

Official New address **New York Network**  
**PO Box 2058**  
**Empire State Plaza**  
**Albany, NY 12220**

Fax, phone numbers and e-mail remain the same.

Keep in mind some folks are still at the Smith Building so let the phone ring.

Chancellor King visited on 9/20...has a renewed interest in what the NYN and campuses can do to enhance systemwide communications...very high on possibility of campus submission of programming for distribution to same through NYN's 24/7 educational channel....wants to explore video resources of the system for sharing campus to campus.

NYN joined with NYS Broadcasters Association to establish an internship program in the area of Radio/TV and Broadcast Journalism...internships will be for upper division/graduate students...recruitment will start in November for students to cover legislative events in the Capitol in Albany beginning in January and running through the spring term....students will be expected to write/produce stories for distribution to commercial news operations across New York State.

=> Question was raised about campuses using NYN feeds of intern's work for cable programming. The answer is YES...use the feeds...however, they will require some voice over production for introductions, transitions and closes. If campuses have the capacity to provide that production while keeping the news timely, they MAY utilize the feeds. For more info on the Internship program contact **Bill Snyder at the NYN-518-443-5333** or at [snyderw@nyn.suny.edu](mailto:snyderw@nyn.suny.edu)

Old equipment "GARAGE SALE" will take place in 2 parts....part 1 in the next couple of weeks will include items such as equipment racks, studio lights, some audio and video DA's and jack fields as well as some 3/4" and 1" tape machines...there are also some HL 79 E cameras.

Part 2 will in about a year and will include broadcast equipment that is currently keeping Master Control and our studios in operation...this will include some 3/4" tape machines, monitors, scopes, cameras and control units.

Campuses who requested inclusion in the reallocation of equipment will be contacted in the next couple of weeks. For further info contact Tom Baldwin at the NYN....all "sales" are "final" and carry NO warranties what so ever.

### **Greg Benson:**

Greg Benson, Executive Director of the NY State Forum for Information Resource Management at the Rockefeller Institute, is asking EdTOA to explore the potential of working with him on a special project. Dave Geasey was his original contact in EdTOA so Dave has requested minutes of meetings for informational purposes to allow us(EdTOA) to decide if the project is something we would want to get involved in. More on this at the next EC meeting.

### **EdTOA Award Nominations:**

Chair Meyers is asking for folks to start thinking about nominations for the 2003 *In Recognition for Outstanding Service to SUNY/EdTOA*. A “new” certificate was created for Larry Scott, last year’s recipient, and will be delivered to him via Paul Andruczyk. Nominations for this year’s award can be sent directly to Bill at [Meyers@Geneseo.edu](mailto:Meyers@Geneseo.edu)

### **STC 2003 Preparation:**

It’s not too early to start thinking about sessions for STC 2003. Dave Geasey has volunteered to serve as Conference Track Coordinator this year.

Some thoughts for 2003-

- surround sound
- EdTOA business meeting back to Monday
- This year will be “theme” sessions as opposed to the previous COA/EdTOA/TOA sessions
- new equipment session
- DVD decoding(Mark Hine)

Someone will look into sessions being offered at this year’s CCUMC and EDUCAUSE conferences.

### 6)OLD BUSINESS

A motion was made by Peggy Noll and seconded by Dave Geasey to amend our current by-laws to include the chairs of our three sub-committees; Distance Learning, Multi-Media Classrooms and Web Page. The discussion that followed indicated that at times these chairs may in fact already be members of the EdTOA Executive Committee. The intent of the motion is to give a voting voice to those chair(s) who may not be an EdTOA officer or regional rep.

The motion was carried with the understanding that we will follow our by-laws by presenting the following change to our membership for approval at our next business meeting:

### **BY-LAWS REVISION:**

#### **VI. EXECUTIVE COMMITTEE MEMBERSHIP**

**The Executive Committee of the Association shall consist of the Chair of the Association, the Chair Elect, the Secretary/Treasurer, the eight representatives of the four regional areas, the immediate Past Chair and the chairs of the Distance Learning, Multi-Media Classrooms and Web Page sub-committees. A quorum of the Committee shall consist of a majority of its members. The Committee shall act on behalf of the Association on those matters which require attention between meetings of the Association, place before the Association proposals for action by the Association and function as an advisory committee to SUNY System Administration.**

**The Executive Committee shall, at the annual meeting, present a slate of names for the offices of Chair Elect and Secretary/Treasurer. Nominations from the floor shall be accepted if seconded. Candidates shall be elected by a majority of those members present and voting by secret ballot.**

Changes in the By-Laws of the Association shall be reviewed by the Executive Committee and submitted in writing to the membership prior to a meeting of the Association. At such a meeting, changes may be made by a majority of those present and voting.

At this point the Executive Committee broke for lunch and continued “business” on an informal basis via a round table discussion of events and happenings at those campuses represented at the meeting.

The meeting was officially adjourned at 12:53 via a motion from Emily Trapp and a second from Paul Andruczyk.