

These minutes are subject to approval at the next General Business Meeting of the Association:

EdTOA General Business Meeting
October 16, 2003
Quality Inn, Liverpool

In attendance:

Linda Bogen-Stubbs – SUNY Upstate	Hailey Dick – Secretary/Treasurer
David Geasey – Northeast Rep	Mathew Georgen – GCC
Peter Houghton – WebMaster	Steven Marks – SUNY Upstate
Bill Meyers – Past Chair	Mike Neuner – OCC
Colin Plaister – SUNY Fredonia	Bob Racette – Northeast Rep/Membership
Roy T. Saplin, Jr. – NYN Rep	Emily Trapp – Chair
Jim Vivenzio – Central Rep	Patricia Wright – Central Rep

Meeting called to order by Chair Trapp at 9:00 a.m. sharp!

Agenda Items:

1. Approval of general business meeting minutes from June 16, 2003: Western Report: The name of the host was not Sue Chichester but no one in the meeting could remember who the host was☺. Numbering of items was incorrect. **Pat Wright** moved and **Mike Neuner** seconded a motion to accept the minutes.
2. Treasurer's Report – Check rec'd from STC 2002 - \$4675.75 and deposited, current balance is \$6382.85 less today's breakfast and last night's dinner. Treasurer is going to get a debit/credit card for the account. A lot of people/businesses do not accept checks without a lot of paper work and leg work. Treasurer will notify general list when debit card received and also when account is FINALLY transferred to new treasurer's name. **Mike Neuner** moved and **Colin Plaister** seconded a motion to accept treasurer's report.
3. Regional Reports:
 - ✚ North East – Nothing to Report
 - ✚ Central – Cortland's New Media Lab is opening tomorrow, hope to have a regional meeting once the dust settles.
 - ✚ Western – Nothing to Report
 - ✚ South East – Manny Bekier is having a South East meeting November 10th to show off the new distance learning facilities and his campus' collaboration with China.
4. Subcommittee Reports:
 - ✚ Distance Learning – Bill Canning, Chair – No Report
 - ✚ Multi-Media Classrooms – Mark English, Chair – No Report

- ✚ Membership Committee – Bob Racette, Chair – Currently a committee of two, they have a lot of work to do, will contact new members but have to update the list and need to figure out how best to do this. Not sure if other two groups (TOA/COA) have specific comprehensive membership lists. The work is beginning and will continue.
 - ✚ Web Page – Peter Houghton, Web Master – To make changes to list, contact Peter. The webmaster is keeping things up to date as they come in.
5. STC Report: Peter is involved in the design process of the STC 2004 – Logo. Theme-“Navigating the Matrix” June 13th to June 16th. We are convinced that even though the theme is NOT related to the movie, the vendors are sure to use the theme for possible giveaways (sunglasses came up numerous times). Possible tri-sponsored session for Project Management. (possible professional development or maybe just a track session) SUNY Training Center is holding project management workshops currently. It was suggested that during the “networking afternoon” a session could be offered for those people who do not want to participate in the golf tournament, hiking, or boat tour. This will be brought up to the planning committee as this will cost money but it is a good idea to try and accommodate everyone.
 6. NYN Network Update: Roy is scheduling a meeting in January and promises heat this time. Looking at a Friday in January, will keep us informed. The Provost’s idea of SUNY TV is taking off. The Provost will be contacting EdTOA folks to form a workgroup for programming ideas etc. If there are things on your campus that are unique i.e. PR for the University, educational programming, bring it to the attention of the NYN. Would like to see a 24/7 operation in the near future. There will be a substantial cost for programming but the Provost has not said where the \$\$ will come from. This is the big question that needs to be answered. Contact Bill Snyder or Emily Trapp about possible ideas for programming.

Old Business:

1. By-Laws Addendum: A question was brought up if a small number of the Association could vote to make changes to the By-Laws. According to the current by-laws a majority of those members present can vote to make changes. Discussion ensued about the proposed changes. **Peter Houghton** motioned to vote on By-Law changes; **Pat Wright** seconded motion to vote. The vote was *UNANIMOUS* to change the By-Laws to include the four chairs of the sub committees as voting members but that no member can have more than one vote. (See revised Bylaws at <http://www.edtoa.suny.edu/bylawrev.htm>)
2. State Contract Update: Emily wrote back to Linda Holcomb to thank her for writing about the state contracts and getting them out to the community. Executive Order 127: State Procurement Disclosure: basically this executive order

makes it mandatory that there has to be complete reporting on every contact with vendors for any item that you are placing an RFP on or that are over \$15,000 in value. Items that are strictly looked at on a “lowest bidder” basis are exempt. This will also include anything ordered over \$15,000 in a year. A “year” is not defined in the contract. It could be from September to September but it has not been defined yet. For example: If you order video tapes 3 times a year at \$5,000, \$5,000, and \$6,000 THE PAPER WORK MUST BE COMPLETED as over \$15,000 was spent!! This went into effect August 15th 2003. Some vendors that are not on the contract are being asked to re-bid and will hopefully be on contract soon. New types of products can be added to contract as an addendum. While this contract is for five years it can be extended up to another five years.

3. Survey: Instead of doing a general survey to be sent out to the individual schools, a “question of the week” will be sent out for a possible better response from the general list. This will be activated soon and everyone is encouraged to answer...truthfully!! A session will be held at STC on the results of the surveys.

New Business:

1. Peter Houghton will check on new “gifts” for members at STC and perhaps to be sent to new members as a Welcome to EdTOA souvenir.
2. Membership Package: A new member package should be compiled with as much information that we can give to a new member, of course our web site would have to be on the front of the package to promote the usage of it.
3. Service Award: Start thinking about the service award. Nominations can be forwarded to Emily.

Peter Houghton moved and **Bob Racette** seconded a motion to adjourn the meeting.

Meeting adjourned at 9:55 a.m.