

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

EdTOA Executive Committee Meeting

Phone Bridge – Buffalo

Wednesday-February 25, 2004

Manny Bekier – Chair Elect/Southeast Rep

Dave Geasey – Northeast Rep

Bill Meyers – Past Chair

Emily Trapp – Chair

Pat Wright – Central Rep

Hailey Dick – Treasurer/Secretary

Peter Houghton – Webmaster

Bob Racette – Northeast/Membership

Jim Vivenzio – Central Rep

Approve Minutes from February 5, 2004: Changed wording concerning UCCC membership. (Approved Wright/Bekier)

Discussion followed concerning outsourcing of services and that we should not discriminate w/in the SUNY system. We should help our colleagues. If someone is reaching out to us then we should help all state agencies.

Emily will formally invite Harvey (UCCC) into the EdTOA membership.

Treasurer's Report: Currently we have a grand total of \$5763.70. Name change has supposedly been completed but we received a statement in Pat's name a couple of days ago. Nothing new to report. (Approved Wright/Houghton)

Regional Reports:

- Northeast – Events on 3/2 and 4/1 at HVCC!!
- Central – Cortland's IR retreat is Thursday and Friday. Student Support is the topic. It is suggested that a Question of the Week be sent out about how campuses handle student support.
- Western – Talks are in the works for a Spring Western meeting.
- Southeast – Nothing new to report.

Committee Reports:

- DL – No report.
- Multimedia – Woke up someone from Cortland who would like to be more involved. It should be brought up at STC that we need more involvement in the sub-committees.
- Membership – Several suggestions were made about gifts for new members. Bob wants to try to re-establish contact with those members that have not been active. The post-it option is still being discussed for new members as well as including them in the STC packet. Membership "promotion" during the year was also suggested, including a notepad and pen. It was suggested that we have a "new member" drawing. Once Bob and his committee find out whom all our new

members are the drawing could be an option. Discussions followed on how to reach out to our constituents and keep them active. This is a group that has a lot to offer our colleagues; we need to let them know that we are here to help!!

- Web page – Emily suggested that we update the photograph on the main page. We want to keep it "fresh." Perhaps a "picture of the month" from each campus!! Peter will send something out to the entire list trying to get the EdTOA members to promote something on their campus!!

Old Business:

- Gifts for members – Flashlight/key chain is the most popular idea right now. Peter will do some more research and let us know!!
- Questions of the Week – Pat Wright will be formulating a question on student support to be sent out soon.
- Site visits for 2005 – Lake Placid trip went well. Pictures of the resort can be seen at: <http://www.edtoa.suny.edu/lprweb/index.html> - Holiday Inn, Lake Placid. Villa Roma does not look like an option right now. http://www.edtoa.suny.edu/villa%20roma%20photos/villa_roma_photos.htm
- Service Awards – PLEASE EMAIL EMILY DIRECTLY ASAP!!!!
- Questions of the week -
- STC Sessions: Dave will ask a member of his campus for a digital photography session. Acoustical Design session is finalized, room and board only is what we will have to pay for Brooks Acoustics ☺ RJC Designs – Emily is talking to them about a session. Panel discussion will be held for marketing our departments.
- Vendors – Need more AV vendors!!

New Business:

- Bob's Demos HVCC – 17 signed up already for the 3/2 JVC video equipment demonstration and training. Bob has sent out directions and parking pass. If there is someone that has to travel a long distance (over 2 ½ hours) then we will offer to pay for a room the night before. Cut off at 10 people.
- STC – Afternoon activities – tabled for now as limited time left for meeting.
- NYN meeting – 10:00 on 3/19. Tour to follow. We will extend the offer to pay for a room for this event as well.

Motion to adjourn at 9:49AM (Meyers/Trapp)