

Officers of Administration Council

Meeting Minutes

Monday, September 19, 2005

1:30-2:30 109 Friendly

Members present: Marilyn Reid, Annie Bentz, Janice Langis, Chris Loschiavo, Rachele Raia

Members absent: Abe Schafermayer, excused

Others present: Fred Tepfer, John Crosiar, Kathy Cannon (notetaker)

AGENDA

1) Announcements

- Review July minutes: A minor correction to the meeting room, 109 Friendly.
- Kathy Cannon will continue to attend meetings and take minutes.
- The council members compared their busy summers.

2) Business

- Fall O.A. Orientation – The council reviewed the schedule and went over each other's presentations. We revisited what went right/wrong at last year's orientation. The Walnut Room has been reserved and an internet jack requested. A sign-in sheet was suggested for those attending.
 - The meeting with Frances Dyke will be rescheduled to a future council meeting due to changes in our meeting schedule.
 - Brown Bag Schedule – The subcommittee will reconvene to plan brown bags for fall, one on the parking survey, and another on the "Millennials." There was also discussion about a Brown Bag in the spring before elections to go over the voting procedure and DuckWeb.
 - Annual Meeting – Kathy Cooks has been in contact with the council to coordinate the Years of Service Pin ceremony with the annual meeting. The date has been set for Tuesday, November 8th in the Gumwood/Ballroom. The Vice Presidents need to be contacted to get on their calendars.
 - Schedule regular meeting dates – It was proposed that we meet the 2nd Wednesday of the month from 1:30 to 2:30, depending on Abe's availability.

3) Other

- Request for a representative to the Public Advisory Committee -- we will post this request to OANews; and also post a list of all committees with OA representation on our website (or create a link);
 - Vacation cap issue – the subcommittee will reconvene for followup;
 - Continuing revisions to OA website -- Fred still working on it old site still available at OA.uoregon.edu/old/index/html for those who may still need to access it;
 - Recap of ice cream social – The ice cream social was a huge success this year. The turn out was good, the weather was perfect, Mayr performed beautifully, and we had lots of ice cream! It was a good idea to have name tags and the awnings. Next year we will also order bottled water. The council gave Mayr a card and gift certificate to the bookstore as thanks for sharing her musical talents.

Next meeting: Wednesday, October 12th