

Officers of Administration Council
Meeting Minutes
Wednesday, August 8, 2007
1:30–3:00 p.m. 109 Friendly

Members present: All members present.

Members excused: n/a

Others present: John Crosiar

Agenda

1) ANNOUNCEMENTS

- a. Review past minutes– July
- b. Minutes approved as is.

2) BUSINESS

a. Distribution of duties

- i. OA Council Co-chair - A decision was made to discontinue the co-Chair position and redistribute some of the responsibilities among council members.
- ii. Ceci Lafayette–OA Council Chair. As Chair, Ceci will continue to act as campus liaison for the council, manage the budget, facilitate meetings and agendas.
- iii. Shelley Elliott and Cynthea McIntosh–Coordinate brown bag activities.
- iv. Kathy Cannon – Web-page development.
- v. Kat Kordon–Prepare meeting minutes.
- vi. Shelley Elliott – VPFA large group liaison.

b. Ice cream social debrief

- i. Ceci will try to return the gift certificate to the UO bookstore that was purchased for Mayr Makenna.
- ii. Suggestions for next year included: healthier alternatives than ice cream, do not set up on dias due to wheelchair accessibility, smaller space to socialize comfortably, rename to OA Summer Social instead of OA Ice cream social.

c. OA Orientation, September 19

- i. The orientation has been scheduled in the Browsing Room of the Knight Library from 2:00 – 3:45 p.m.
- ii. Shelley and Cynthea will prepare the suggestion cards for Brown Bag meeting topics and revise the handout for campus resources. Ceci will have several hundred printed.
- iii. Ceci will look into providing refreshments and providing a sign-up sheet.
- iv. Panel discussion: Cynthea will run a query to identify new OAs, Kat will moderate the panel and contact volunteers.

- v. HR Presentation - Kat will follow up with Linda King regarding handouts and discussing timely notice.

3) **MISCELLANEOUS**

- i. Shelley provided an update that recent VPFA large group meetings had been cancelled; no new information to share.
- ii. Possible Brown Bag topics: Web-site resources and NANO Lab Visit

4) **FUTURE DATES TO REMEMBER**

- a. OA Council meeting: September 12th, 109 Friendly (Later notification via email to change to the 13th)
- b. OA Orientation, September 19
- c. OA Annual Meeting, October 30

5) **EXTENDED MEETING**

- a. Discussion and edits of letter to Linda Brady regarding timely notice
- b. Shelley Elliott selected as the OAC representative for the committee reviewing OA policies.