

Officers of Administration Council Meeting Minutes  
Wednesday, August 11, 2004  
1:30-2:30 EMU Umpqua Room

Members present: Annie Bentz, Marilyn Reid, Abe Schafermeyer,  
Kathy Cannon (notetaker)

Members absent: Chris Loschiavo (excused), Janice Langis (vacation)

Agenda

1. News of interest? (5)

We shared tidbits about our summer doings.

2. Meeting minute taker??? July Minutes (5)

Kathy agreed to take minutes; July minutes changed to indicate the second presentation by the brown bag speakers.

3. Ice Cream Social...a great success (5)

- a. thank you card for Mayr
- b. feedback

All members agreed that the Ice Cream social was a great success and we should make it an annual event around the same time of year (and order more ice cream).

4. New OAC member start date...make changes? (10)

There was discussion about changing the start date for new members so they can officially start during the summer. Annie will follow up on this matter for discussion at the next meeting.

5. New OA Orientation Update (15)

Annie presented an outline of the Orientation as defined by the subcommittee. It will take place on Wednesday, Sept. 22, at 2:00-3:45 in the Walnut Room. We discussed ice breaker possibilities for a smaller group. "What do you think makes the UO Culture and Community?" was discussed as an idea. The meeting has been divided into several topics with a member assigned to present. Members should draft an outline of their topic to the next meeting. We decided not to do a campus tour this time. Marilyn will prepare an announcement for Inside Oregon.

## 6. Annual Meeting/Pin Ceremony Update (15)

An outline of the annual meeting was distributed based on the subcommittee's meeting with Kathy Cooks.

- a. November 9, 2004
- b. Agenda
  - a. 10:00-11:00 OA Annual Meeting w/Pres. And VP's
  - b. 11:00-11:30 Refreshments/Socializing
  - c. 11:30-12:30 Pin Ceremony
- c. Need
  - a. 4-5 volunteers to distribute pins, give info, nametags, etc.
- d. Advertising
  - a. OA List
  - b. Inside Oregon
  - c. Marilyn will create a flyer for Kathy Cooks to send out on Dean's & Director's list
  - d. Kathy Cooks will send out invitation to those who have been at the UO 30 years or more. Kathy Cannon will work with Kathy Cooks and be the contact person for RSVP's and will gather info for Dave about each of these attendees to work into his talk and make a special presentation
  - e. Other: Ideas for Marilyn to introduce Dave (maybe Becky pin Dave)

## 7. Fall Room scheduling (2)

Bring calendars to next meeting to schedule fall term meetings.

---

Summer Term meetings:

September 8, 1:30-2:00 Umpqua Room

Agenda items for next meeting:

- New OAC member start date
- Fall room scheduling
- Drafts for orientation
- Linda King OA Project
- Brown bags