ASUWT

Student Technology Fee Committee
STFC Meeting Minutes
Thursday, April 1\textsuperscript{st}, 2004
12:50pm
University of Washington, Tacoma
MAT Commons

Call to order: 12:56

Roll Call

<table>
<thead>
<tr>
<th>Members (Present)</th>
<th>Ex-Officios (Present)</th>
<th>Others (Present)</th>
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<tbody>
<tr>
<td>Alex Matviychuk</td>
<td>Mark Dodson</td>
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<tr>
<td>Paul Snyder</td>
<td>Brook Bower</td>
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<td>Derek Smith</td>
<td>Forrest Tyree</td>
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<td>Karen Furuya</td>
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<tr>
<th>Members (Not Present)</th>
<th>Ex-Officios (Not Present)</th>
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<tr>
<td>Eric Wagenhals - Excused</td>
<td>Jan Rutledge</td>
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Old Business:

- Future Meeting Schedule – Ideal meeting time would be Monday nights at 6:45 to 7:45. Derek will check with Jan R. before approval.
- Eric and Alex will email past minutes to everyone

New Business:

- Marketing Campaign for Call for Proposals
  - Advertising Agenda (for Monday)
    - No icon on desktop. Computing services has recommended against this.
    - Background wallpaper. Derek will coordinate this with Forrests team.
    - Flyers (inserted into ledger) - Alex will arrange this.
    - email notice to be sent out by Mark.
  - Long Term Advertising
    - Posters
    - Proposal workshops (do we have time?)
    - Promotional materials (pens, etc.) check with Jan or Shelly Jo. Paul.
    - Karen interested in putting up a banner
- Voting For Proposed Ideas
  - Motion was made to fund Ledger Flyer Insert
    - Unanimous Approval
  - Motion made by Paul for a banner not to exceed $500 dollars
    - Unanimous Approval
• Other Items As Necessary - None

**Announcements**

• Next meeting Thursday April 8\(^{th}\), 12:45 in MAT commons.
• Web System – ( was mentioned during advertising discussion. )
  • Sarah will take on web admin role
  • Website will be ready by Monday
  • Some small formatting errors, will be fixed long term.
  • MySQL needs to be manually started. Instructions will be given to Sarah.
  • Sarah will backup the site on her H drive every 2 weeks

**Adjournment: ?**