Call to order: 12:57PM

Roll Call

Members (Present)                     Ex-Officios (Present)
Alex Matviychuk                      Mark Dodson
Paul Snyder                          Forrest Tyree
Karen Furuya (Chair)                 Brook Bower
Derek Smith

Members (Not Present)                Ex-Officios (Not Present)
Eric Wagenhals [excused]             Jan Rutledge

Old Business:
- Approval of the minutes dated 3/11/04
  - Postponed until next meeting. They are not yet finished.
- Approval of the minutes dated 3/16/04
  - Postponed until next meeting. They are not yet finished.
- Proposal Schedule
  - Activity 5 should read 5/29/04
  - Activity 6 should read 6/5/04

New Business:
- Approval of the minutes dated 4/1/04
  - Postponed until next meeting.
- By-law changes
  - Mark recommended we do not make any changes to the by-laws at this time. (Additional working to allow for Co-Chair.)
  - Brook recommended we change wording to “may” to allow for Co-Chair situation.
  - No future action taken.
- Marketing plan phase II
Marketing Plan items as per status report.

- Status Reports – “Call for Proposals” marketing and other items.
  - Banner – Karen looking into payment
  - Posters – Alex will make pictures. Karen and Paul will do design. Printing possibility using GIS printer.
  - Pens – Looking into payment.
  - Info guide and help from learning center. Karen is looking into this. Students can go to learning center for help in submitting proposals. Students should make an appointment first.
  - Email – Another one highlighting deadline, no need for sponsor, help available at learning center.
  - Sandwich boards and easels. Derek will reserve some for the posters.

- Other items as necessary
  - Use of grading system for proposals. The online evaluation system will need to be reviewed to check that it beneficial for the committee. Brook mentioned it is only a guide to ensure that all information required by the committee is present in the proposal. It is not really a grading system for the approval of the proposal.
  - The committee needs to contact those proposal writers that have not completed all fields.
  - No Permanent Primary Contact or Overseeing Department Head is required for students. They are to enter their own name.
  - The committee will create a help guide for submitting proposals. Karen will look into this.
  - Printing Issues.
    - Mark – Seattle has no free printing. Will only cost more in the future.
    - Can we limit by user_id. ( may require accounting system. )
    - Can we give out print cards. ( give money to students. )
    - Paul – Budget crunch on students. Paper and toner expensive.
    - Does the faculty view this as a problem. Increased use of e-reserves to avoid copyright issues.
    - Labor required to monitor and replace toner might not be permitted by STFC by-laws ( on-going maintenance cost. )
    - Forrest – Pay of want you print reduces waste. Increased cost of printing.
    - Paul – Is it possible to get money off of the print cards. No?

Announcements:
- As Necessary
  - None.

Adjournment: 1:45PM