

ULSG Executive Committee Meeting, July 9, 2002

Attendance: Debra Brookhart, Jan Canganelli, Cheryl Cockrum, James Kendrick, Teresa McCurry, Karen Proctor, MattRadican

1. This was mainly a meeting to get organized and see where the committee needed to start. We discussed the bylaws and the latest version (June 2002). The issue of a quorum for the executive committee was discussed and found to be listed in the bylaws as a simple majority.
2. The committee also discussed the need for more frequent meetings of the entire USLG. It was believed that 3 times a year was too infrequent. Suggestions of every 2 or 3 months were added. Cheryl suggested having an extra meeting in November. Teresa proposed **in addition to team weeks, the entire USLG will meet in November.**
3. It was decided that the Executive Committee would meet once a month.
4. The question was raised about who is responsible for making sure the bylaws are updated. Bruce Bates has had the responsibility as leader of the interim committee.
5. Fundraising
 - a. A discussion on whether to set dues ended unanimously with the decision not to set dues
 - b. Fundraising ideas included a cookie bake-off, a raffle, and bake sale in the connector
 - c. Several emphasized that the main idea is to not make this a money-making organization.
6. The Social Activities Committee has decided to plan an activity sometime in September between Organizational Week and Explore IUPUI. Karen will get back to the committee with her ideas.
7. Several issues have been brought to Teresa's attention as causes for the USLG to take up including the Emergency Procedures Manual and security in the staff lounge. The emergency manual issue was not one the committee wanted to take on at this time. Staff lounge security had support within the committee and will be an issue to pursue later.
8. August USLG Meeting Items
 - a. Discuss fundraising options based on suggested given by members of the Executive Committee
 - b. Karen will present her ideas for a September activity
 - c. Possibility a discussion about training issues the group is interested in

USLG Executive Committee, November 21, 2002

1. There was a brief discussion on food service and Chartwell's issues. Specifically how service was being handled in the library.
2. The idea of a newsletter was discussed. The group discussed the benefits of using print over email versions. Teresa and James would look into possibilities.
3. Merit issues
 - Team leaders will meet to synchronize their evaluations of staff.
 - The idea of good deed awards was mentioned
4. Money makers
 - The group discussed having conversations with dentistry and nursing organizations to see how they raised money.
5. Should we have an intranet page?