December 9, 2010
Steering Committee

The meeting was called to order at 3:00 p.m.

The first order of business was to approve the minutes for November. The minutes were unanimously approved for November. They will be posted on the PSA website by next week.

Officer Reports

- President- Reata Strickland
  - Cathy Butler-Burnette would like to be included on projects the PSA is involved in to publish in the Dialog. Reata will ask Cathy to contact Ralph and Mary for details on this year's projects and to get contact information on Brewer Porch representative.
  - Dr. Gilbert requested a justification for the purchase of the Mail Chimp membership. Allan and Reata provided the justification, and the purchase was approved.

- President-Elect- Tom McLeod
  - Tom thanked Randy for a terrific tour of the Museum of Natural History before the last general assembly meeting.
  - There is currently no meeting space for January's general assembly, but Tom will have the confirmed location to the steering committee before the winter break.

- Past President- Jill Beville
  - No report.

- Secretary- Kristina Hopton-Jones
  - No specific report, however the group discussed options for next year's secretary position.

- Treasurer- John Chambers
  - No report.

- Parliamentarian- David Brown
  - No report.

- Historian- Randy Mecredy
  - No report.

Committee Reports

- Nominations and Elections- Tony Daily
  - Tony showed the committee a sample of the proposed election ballot. These are the recommendations of the committee:
    - Reduce text shown to users
    - Reduce process
    - Simplify the message that goes out to users
    - Include message on voting in PSA newsletter rather than sending out a hard copy
Randy made a motion to accept the new ballot format, Tom seconded the motion. The new ballot recommended by the Nominations and Elections Committee was unanimously approved.

- The committee has also evaluated the membership cap and has discovered that the PSA has a very robust membership allocation by department/division.

- Assembly Operations- Mark Foster
  - No report. It was noted that follow-up is needed on the previously adopted bylaws change.
  - Reata will communicate with Mark on this issue.

- Communications & Public Relations- Allan Guenther
  - Stories for the January issue of the PSA newsletter have been assigned to committee members.
  - The tentative delivery date of the January issue is January 10.

- Professional Development- Sonya Dunkin
  - The committee continues to work on the Web for Dummies program tentatively scheduled for February.
  - The Web for Dummies seminar will meet in the new Nursing building in February, but a firm date has not been set.
  - The committee is working on the Outstanding Professional Award:
    - Identifying photographer and advertising opportunities
    - Submitting budget for approval by Dr. Gilbert
    - Reserving time on Dr. Gilbert and Dr. Bonner’s calendar for the award presentation

- Service and Outreach- Ralph Clayton / Mary Thornton
  - Brewer Porch gift cards totaling $1,555 will be delivered next week.
  - 46 coats were donated during the coat drive that ended on December 1.
  - Mary and Ralph will submit a recap of these projects to Reata so that she can share with Dr. Gilbert and Dr. Bonner and Cathy Butler-Burnette for the Dialog story.

- Staff Life- Tom McLeod
  - The committee will meet next week.
  - Allison Arendale will be the guest at the December committee meeting to give insight into the workings of the Faculty and Staff Benefits Committee.

- Technology-
  - A chair for the committee has not been identified; therefore, Reata will meet with the group to determine who will assume this role.

- Web- Donald Malone
  - Donald will coordinate with Reata for page space on the website for the Web for Dummies information that he has been working on.
  - Donald will coordinate with Allan on communication via newsletter regarding the Web for Dummies seminar.

**New Business**

- If you are rolling off PSA, please begin to discuss possible replacement chairs for your committee for next year as you meet in January and February.
- Please begin to prepare annual reports that are due in April and organize your material to hand over to the new chairs next year.

**Old Business**
Announcements

- No December general assembly meeting.
- The next Steering Committee Meeting will be Thursday, January 13 at 3:00 Lloyd Hall.
- The location for the PSA General Meeting on Thursday, January 20 at 3:00 has not been identified yet.

- **Adjourn** 4:00