

## Aug. 24, 2010

### UMAC Board of Directors

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#### AGENDA

1. Welcome and prayer
2. Minutes
3. Treasurer's Report
4. Old business
  - a. ANNUAL MEETING
    - i. On-line entries
    - ii. Brochure—is it ready to go up?
    - iii. Status on registrations/
    - iv. Down payment for hotel
    - v. Vendors update
    - vi. Mission project/day
    - vii. Create a Workshop Planning Committee
      1. Lisa Michele in Mississippi would be wonderful for this and said we could use her in any way we need. Could we ask her to head this?
        - a. Would need a board rep
        - b. Would need someone from event planning team
      2. Any other nominations
    - viii. PUBLICITY – we really need to promote this
    - ix. Planning day for 2011 on Monday, 10/18 & Friday, 10/22
5. New Business
  - a. Contract for New Mexico?
  - b. Theme ideas
  - c. Where are we with the Bylaws?

Next meeting: 9/7/2010 11:30 a.m. EDT

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Called to Order: 10:36 a.m.

Royya led

Present: Steve, Eleanor, Royya, Karla, Art, Sandy, Cate, Matt

#### **Treasurer's Report**

Working out how to pay award entry fees

Account Balance: \$23,454.46

When is check due to hotel? 60 days prior = now. (5% of total estimated charges. Does this include rooms?)

**CATE: Confirm amount and address.**

#### **Reservations**

Include hotel reservation code online.

Currently: 10 reservations

#### **Follow-up to Minutes**

Sandra: still waiting for Adobe/Microsoft confirmation

Cate: Marcia McFee confirmation within a few days

Cate: Awaiting confirmation from Chancellor

#### **Workshop Planning**

Lisa Michele in Mississippi to coordinate  
Art = Board liaison  
Karla = Event liaison (or to recommend someone from that conference)  
Also, inviting Martha Taylor

### **New Members**

**ROYYA: To include brochure in notebook for New Communicators Workshop**

**SANDRA: Draft letter for UCom to include**

**SANDRA: Follow up with Susan regarding orientation**

Orientation includes: Introduction, "story sharing," mingle to determine needs/interest, meet mentors (people volunteer when registering); jurisdictional reps; committee chairs; exec board

### **Publicity**

Karla developing messages  
Weekly promotion

### **Printing**

**SANDRA: Send Matt last year's program booklet**

Estimated quantity: 100

**Program Book Design: SANDRA**

**MATT: Print name tags and program book**

**CATE: Order name tags/lanyards and tickets (for meals)**

### **Day Rate**

Local church communicators in host conference

Cost: \$120, membership, workshops, meals.

Only available on the days with the workshops.

**CATE: Compile list of local church communicators for her conference**

Other Sandy Tasks: Check with Carolyn re: vendors; investigate grants (for Helping Hands Scholarship or similar support)

### **On site**

**ELEANOR: Establish schedule for registration**

Monday: Meeting around 2pm ish

Friday: Exec Team needs to COMMIT to meet (1-2 hours max). It is not productive if all do not stay or if people come and go.

### **2011 in New Mexico**

Karla site visit planned

Requested "theme" help. Would be great to present at 2010 UMAC

Consider: Diversity + Balloon Fest + Native American Heritage + Mexican Heritage (advocacy/immigration) + Desert + so much more

Adjourned 11:57 a.m.

**Next Meeting: Tuesday, September 7**