

**SRFIDC Executive Committee Conference Call Meeting**  
**September 16, 2002, 9:00 am EDT**

Attendees: Art Crawley (LSU), Jessica Somers (UGA System), Martha Wicker (Clayton State), Karen Adsit (UTC), Jim Eison (USF), Hazel Harris (Furman)  
Absent: Peter Petschauer (ASU)

Jessica welcomed group to call. This conference call's goal is to address conference planning for the 2003 sharing conference.

Specific issues include: the timeline of conference and a membership drive.

Martha indicated that a postcard advertising the conference, announcing the theme, and the SRFIDC website will be ready by end of day. The design of it is based on postcard from last year. Postcards can be mailed by this Friday (September 20). Martha will work with the electronic documents Kate gave her for mailing lists, etc.

Art mentioned that one of our biggest problems is getting a current/more comprehensive mailing list. Our current lists for both membership and interested people may be out of date. We DO have list members and members from past. Should we also use members from the POD list from the "southern" states? Jessica added that she worked with Kate Brinko last year to get an up-to-date membership list from Charleston, so it should be okay. Martha will use Kate's list, which includes southern POD members. We will also mail from the 2002 POD conference list.

Discussion ensued about getting addresses from the POD list. Art will call POD to get labels of any states we want. These will be based on last year's POD membership as they usually don't update their files until after the conference.

Discussion also was made about distributing a flyer for our conference at the upcoming POD conference in Atlanta. Jim suggested that since Atlanta is pretty convenient to most places; ground and air transportation is fairly easy, that we might want to also invite others from farther away. Art will also ask POD conference coordinators about putting a flyer in the POD registration material. Discussion about whether or not to have a SRFIDC resource table at POD and it was decided to instead put flyers and membership information on all SRFIDC participants' tables at the POD resource fair. We could also display the sharing conference photos, quilt, web page URL, etc. Martha will make flyers and get it to Art for both the resource fair and the conference materials.

We will meet at the POD conference. Martha and Jessica will both come in for the meeting even though they are not attending POD. We will meet at 7:00 am on Friday for breakfast till 8:30 or so. We will meet at hotel registration desk (not the POD registration desk).

Jim mentioned that due to some institutional issues, his role has changed. He is now full time in the College of Education, and no longer director of teaching enhancement center. In addition, he is on professional development leave. The Center is not closed, but there are budget woes at USF. Jim asked for the possibility of getting an individual membership to SRFIDC. He is willing to stay on the board, if that is okay. Consensus is that while we are

in the process of updating the bylaws, this is okay. We will distribute the proposed changes to the bylaws and vote on them at the meeting in March. We also decided that really membership goes from meeting to meeting and that any transition will take place at/after the next meeting.

We also discussed the newcomer's luncheon. Martha's choices for that lunch are all normally closed on Sunday, but willing to open for us for a fee. We would like to include that as a part of the conference and treat it as a kickoff event. Art is concerned that if we do this, we need to open registration before the luncheon. We will need to have a confirmed count of people. Martha is willing to contact all newcomers to confirm their attendance and to get a confirmed count. The "opening" fee should be covered by SRFIDC and ask that the rest be "Dutch" treat (everybody pays their own lunch fee). Then we might consider giving all newcomers a souvenir from Atlanta or SRFIDC.

Martha noted that the conference theme is set: Establishing & Sustaining Faculty Development Centers.

**Action Items:**

- Meet at POD meeting 7:00 am at the hotel registration desk, Friday, October 11, 2002 for breakfast, etc. Plan on at least 1.5 hour meeting.
- Martha will make a flyer and get it to Art for distribution to POD attendees and for resource fair tables.
- Art will call POD conference coordinator about labels, tables, flyers.