

**UUGI Executive Board**  
**August 26, 2008**  
**Dallas Sheraton**

Present: Merry Bortz, Carla Clark, Brian Sherman, Karen Eggert, Shawn Carraway, Debbie Martin, Pat Nicholls, Michael Bowden  
Visitors: Chris Hauser

Meeting was called to order at 8:57 AM CST by chair, Carla Clark. Carla welcomed everyone.

Shawn moved and Pat seconded to approve the August 15, 2008 Executive Committee meeting minutes as written. This was passed unanimously.

**Reports from officers, appointed representatives, committees:**

**Chair** (Carla)

Carla reported that the merger, by-laws and SIG/RUG subcommittees have been meeting. A suggestion was made for Carla and Amy T. (CODI) to do a U-Tube video about the merger.

**Chair-Elect** (Brian)

Brian had nothing new to report at this time.

**Secretary** (Debbie)

Debbie had nothing new to report at this time.

**Treasurer** (Pat)

Pat reported that UUGI has approximately \$60,000 in the bank. 57 membership dues have been received since January 1 bringing in \$5,700.00. UUGI has spent \$3,431.27 on expenses from Jan 1 – Aug 24, 2008.

Carla & Shawn will work on a pamphlet to send new UUGI members about UUGI. Pat stated that she is not receiving membership forms/requests that are coming from the UUGI website. She probably needs to use Survey Monkey to see the forms. Pat will test this. Pat has been having trouble with the PayPal switch over between Canadian and American accounts. She has set up American and Canadian PayPal and bank accounts. She is also having difficulty sending invoices with the correct URLs through QuickBooks. Pat will provide Merry the new PayPal info for the UUGI website. Pat will delete the old PayPal account. She hopes to send invoices to remaining members soon. It was suggested that we establish a finance committee to look at ways to invest assets.

**Program** (Shawn and Michael)

The afternoon meeting today will be about programming ideas/issues/concerns for the 2009 CODI/UUGI conference. Shawn and Michael mentioned items of concern such as breakfast and wireless access/speed in the hotel & meeting rooms. Perhaps breakfast could be offered the first day and have breakfast concessions available the other days. There will be a reduced conference Internet fee of \$5.95 a day. Michael asked if we wanted to video record any preconference or

regular sessions. The current website won't support it but there could be a link to a hosting site. The logistics/details would need to be worked out.

Michael and Shawn are committed to having a good variety of conference sessions to interest clients of both platforms. They suggested having a limit to the number of sessions an individual can present – maybe 2. They would like to have names of customers who are skilled in certain topics so they can invite them personally to present. They would like to try to offer tracks in areas such as public service, systems and so on. People could go between tracks but it would lay sessions out in a more logical manner for those mostly interested in one area. They would also like to do the vendor no-conflict time by tracks to provide the vendors more traffic throughout the day and to provide customers with less traffic when talking with vendors. It was also suggested that there needs to be a way to limit session discounts perhaps by limiting the number of discounts per session to 1-2 presenters and/or reducing the amount of the presenter discount to \$100 or \$150.

Another suggestion was to possibly offer grants for people/sites who cannot afford to attend. The two organizations need to determine how much money needs to be generated to afford the expenses for the upcoming conferences. Pia will bring the preliminary budget to the afternoon conference planning meeting.

**Member-at-Large (Merry)**

Merry had nothing to report at this time.

**Old Business:**

Tim McGeary has joined the merger committee. The committee is pleased to have him on board.

UUGI will pay the committee members expenses for this Dallas conference planning meeting.

Michael, Scott Thomas and Carla have been discussing the enhancement/discussion forum process and the possibility of disbanding the discussion forums. It was decided to table these discussions until after the merger.

UUGI Executive Committee meeting dates for Sept-Nov will be decided at a later time.

**New Business:**

There was no new business brought forward.

**Action Items:**

No additional items except those listed earlier in the minutes.

Committee members are reminded that they can update the group calendar on Google calendars.

The meeting adjourned at 9:56 AM.

Minutes respectfully submitted by Debbie Martin