

Minutes

Q.E.P. Marketing and Special Events Co-chair Meeting

May 6, 2009, 10:00a.m., Public Relations Building

ATTENDING:

Randy Fail Geri Albright
Stephen Monti Elijah Anthony

Randy Fail called the meeting to order at 10:00 a.m. The goal of the meeting was to establish a time line for proposed marketing and special events activities.

Geri Albright requested clarification from Stephan Monti and Elijah Anthony regarding who is responsible, Marketing or Special Events, for implementing each activity now that the teams are merged. It was determined that each event will be tentatively assigned until the next meeting of the Marketing and Special Events teams.

Concern was also expressed by Geri and Randy regarding budget approval and sufficient lead time in order to complete a proposed activity by its deadline.

Because of questions concerning the overlap of team responsibilities, Stephen Monti suggested a meeting with all Q.E.P. team members. All agreed.

Randy volunteered to write the marketing proposal and budget proposal by Monday, May 11, 2009.

The next Marketing and Special Events team meeting will be Thursday, May 14th @ 2:00 p.m.

Randy Fail adjourned the meeting at 12:00 p.m.

Submitted by Randy Fail