

MINUTES

Q.E.P. Marketing and Special Events Team Meeting

April 24, 2009 1:00 p.m. A.G. Gaston Building

ATTENDING:

Randy Fail	Katrina Dudley
Roy Ledford	Shelly Millender
Stephen Monti	Nkenge Hudson
Teheitha Murray	Joseph Hollins
Stephen Walker	

Randy Fail called the meeting to order at 1:05 p.m. Everyone was asked to hand in their suggestions for marketing and promoting the Q.E.P., Freshman Encounter and the Faculty/Facilitator Academy (these names are not official and are subject to change). Very few suggestions were in written form so the deadline of Tuesday, April 28 was given to turn in written suggestion to Randy Fail via e-mail. Randy is to e-mail the new deadline to those not in attendance.

Dr. Monti gave the following guidelines when writing; suggestions must include the activity, start and completion times, people responsible, budget, content and resources. Greater detail should be used in the description of those front end activities and less should be used on the back end activities.

It was determined that two representatives from the M&SE team should be present at the next Professional Development Team meeting. Randy Fail and Teheitha Murray volunteered.

The next meeting was tentatively set for Friday, May 1 @ 1:00 in the A.G. Gaston Building.

Randy Fail adjourned the meeting at 2:10.p.m.