
MEMBERS ABSENT: None

OTHERS PRESENT: None

At 9:00AM, in the absence of a Chair, the Secretary called the meeting to order and took the roll.

Secretary inquired if any wished to appear under public comments. None sought recognition.

Secretary reminded committee members that there work needed to be conducted in compliance with Wisconsin Open Meetings/Records laws.

Secretary presented members with the ‘Charge’ of the Committee. Edits were suggested to make grammatical corrections and add clarity. As edited, Ms. Walker moved to approve the Charge, seconded by Mr. Fritter. All in Favor. MOTION CARRIED.

Secretary called for nominations for committee Chair. Ms. Walker stated that she was prepared to serve as Chair. Mr. Stanford moved, seconded by Ms. Skogen, to appoint Tamara Walker, Chair of the Committee. All in Favor. MOTION CARRIED.

Ms. Walker recognized the Secretary for the purpose of reviewing the draft of a mailer designed to be sent to the homes of University Staff soliciting awards nominations. Draft was reviewed and Secretary was instructed to request a redraft that bullet pointed the key points and put greater emphasis on the website link. With noted corrections, Mr. Fritter moved, seconded by Ms. Dorman, to approve the design and content of the mailer. All in Favor. MOTION CARRIED.

Ms. Walker opened discussion on future agenda items and the timeline of the committee work. Discussion was heard that a briefing on the details of the Elizabeth Pringle Award would be useful. Secretary instructed to schedule such a briefing for the next meeting. Discussion heard that a preview of the website for nominations would be of use. Secretary indicated that the website sample should be available in time for the next meeting.

At 10:05AM, Ms. Dorman moved, seconded by Mr. Stanford, for adjourn the meeting. All in Favor. MOTION CARRIED.

Minutes prepared and submitted by: J. Lease / Secretary