Present: Marty Wolf, Dominique Wilson, William Brauer, Mary Ward.

1. **Approval of Minutes:** The approval of minutes from the September 21, 2009 meeting was postponed.

2. **Additional Team Member:** Mitch Davidson in IT will be an additional member.

3. **Transportation:** Marty has reserved a suburban and a van in case of a snow storm at the time of the visit. This way, the visit team will be able to get to BSU in case their flight is cancelled in MPLS.

4. **Hotels in MPLS/ST.PAUL:** Kierstin sent a document of all of the hotels in the Twin Cities that the visit team could stay at if needed.

5. **Schedule for Visit Team:** This item was postponed until the next meeting date.

6. **Student Helpers:** Russ Kreager and Andy Spaeth know about the need for student helpers and are looking into finding volunteers for the visit days.
   - **Tours:** during visit time, different people will want to see different parts of campus. We will want ambassadors for this who will be able to have specialized knowledge about some specific place on campus. These people will get training for the tours, and club leaders can be volunteers too.

7. **Organization of Mock Visit:** The logistics for the mock Visit will be done with this team as well. The mock visit team will be able to give an idea of the people that will need to meet with for the real visit.

8. **Other:** Initial contact has been made with the site visit leader from Ferris State.

**The next Meeting:** Will take place on November 16th, 2009 at 3:00 p.m. in B139.