

**Publicity Team
Minutes
November 2nd, 2009**

Present: Andy Spaeth, Leo Clark, Marty Wolf, Chinwuba Okafor, Bob Griggs, Dominique Wilson.

1, 2, and 3: Approval of Minutes (Aug. 31, Sept. 14, Oct. 5): All minutes were approved.

4. Update on "My BSU Moment" Writing Contest:

- November 18th-first information session for writing contest; the location is TBD.
- Proposed that flyers will be put up promoting the writing contest.
- Proposed that an ad be put in the student paper
- The English G.A.'s are talking about the writing contest in their undergraduate classes (this is mainly 1st year students).
- Bob Griggs reported that an email list of all online students can be compiled in order to get the information about the writing contest to them. Bob will follow up on this item.
- Suggestion: contact all English department professors to let them know to mention the writing contest in their undergraduate classes.
- Suggestion: to raise awareness of the writing contest, a liaison person from student senate can sit in the union from 11-1 on a Wednesday to pass out information cards to passers-by. Suggested that candy be attached to the card in order to gain more attention.
- Suggestion: for a reminder of the contest, put table tents in the union.
- Suggestion: Attach information and a URL to all R.A. emails

5. Additional Team Member:

- Someone who is familiar with publicity and bringing information to people on campus.
 - This person should have this already be part of their job.
 - Suggested that Natalie Hursey would be a good candidate for this job as she is already the liaison between Student Senate and the student body. She is also an R.A.

6. Phase III Posters:

- They are currently under design
 - Design: mission statement and "Shaping Potential, Shaping Worlds" with the pinecone logo worked into the poster as well.
 - Distribution will begin at the beginning of spring semester.

7. Faculty, Staff, Student Interview Project:

- This project will be canceled due to no progress for some time.

8. Mission to On-line Students:

- Each program has off campus coordinators who would be good contacts in order to get the mission out to on-line students.
- Some programs have their own virtual community that is easy to access also

9. Locations for Banners:

- Banners while Site Visit team is at BSU
 - Mission related or "Welcome" related.
 - Locations: look around campus for possible locations
 - Suggestion: In front of Memorial or by the library

10. Other:

- Enlist city representatives to welcome the Site Visit team to Bemidji
- Chamber of Commerce to put something out to raise awareness of the site visit.

The next meeting will take place on December 7th, 2009 at 10:00 a.m. in B139.