

Agenda (Draft)

Conference Call

Friday, November 15, 2002 -- 3:00 p.m.

(Once started, we will hold to one hour, I promise – WGH)

- Overview of annual meeting and banquet – Keyes, Jacquez (10 minutes)

- Confirm Board Members and terms (5 minutes)

- Committee Assignments (5 minutes)

- Proposed focus for 2002-03 – Hines (5 minutes)

- Action List for Next Meeting (25 minutes)
 - ◆ Responses to initial action list plans outlined on attached sheet -- Board members and Committee chairs

- Other business (10 minutes)

Board Members

	Name	Board Term	Office	Committee
1	Walter Hines	02 -- 05	President 02-03	Membership
2	Steve Hardin	00 – 03	Past President	Nominating and Awards (chair)
3	Barbara Crockett	01 – 04	Secretary	
4	Dr. Ricardo Jacquez	02 -- 03	Treasurer	
5	Dr. Conrad Keyes	02 -- 05		Membership and Initiation (chair)
6	John Phillips	00 -- 03		Membership (chair)
7	John Burkstaller	01 – 04	Vice-President - elect	Faculty Affairs (chair)
8	Bill Lorang	02 -- 05		Student Affairs
9	Chris Youngblood	02 – 05		Northern NM (Chair)

Committee Assignments

Financial Affairs – Youngblood, Archuleta

Membership/Initiation – Keyes, Hines, Webster

Faculty Affairs – Burkstaller, Taschau

Student Affairs – Lorang, Kozeliski

Nominating and Awards Committee -- Hardin (Chair); Archuleta, Chub Foreman, Ed Foreman, Hernandez, Keyes, Lunsford

Focus for 2002-03

- ❑ Increase donations from individuals and business/corporations
- ❑ Increase dues-paying members – membership list update, phonathon, mail out, follow-up emails
- ❑ Develop log of long and short-range goals and objectives -- clearly state status, responsibilities, and implementation strategies and action items (maintained by Board secretary and updated as needed during each Board meeting – **see action list on p. 3 for start**)

Action List for Next Meeting
January 24, 2003, ACAGE Las Cruces – 3:00 pm

- Meet with Jacquez and White to identify and prioritize list of building, equipment, scholarship, supply needs -- Keyes
- Identify list of individuals, businesses and corporations for banquet or student-trip sponsorships and/or scholarship donations; consider “sales approach”... endowed scholarship fund, sponsorship opportunities, etc. – Youngblood, Archuleta
- Develop plan and begin updating member list of phone numbers, emails, addresses – Crockett, Hines
- Prepare plan for member phonathon to solicit dues and further update member information (Northern NM Committee Initiative) – Youngblood, Webster, Hines
- Meet with ACAGE Department Head and Dean to develop plan for help from ACAGE – ABET documentation of student learning; review of capstone courses; curriculum advice? – Burkstaller, Taschau
- Develop ideas for ACAGE participation and sponsorship of student field trip in Spring 2003 (some possibilities listed below) – Lorang
 - Elephant Butte, Caballo, EBID diversion facilities -- Keyes
 - White Sands -- Hardin
 - EPWU water and wastewater facilities -- Burkstaller
 - Area highway/bridge or other large projects -- ?
- Develop list of ACAGE speakers and topics for presentations at courses (partial list started last year) – Lorang, Kozeliski
- Develop plan for '03 Initiation, including list of carryover and possible new members; awards and honorary members – Keyes, Hardin, Hines, Youngblood
- Develop plan for initial newsletter – Hines, Crockett
- Others? – **PLEASE REVIEW AND COMMENT FOR THE CONFERENCE CALL, BUT SHORTEN (AND MAKE IT GOOD) IF POSSIBLE. WE ALREADY HAVE A LONG LIST**