GMUN Steering Committee Minutes
433 Johnston Hall, 9:00-10:30 AM
Monday, January 10, 2005


January 20th GMUN Meeting
  o Two-way audio is more important than two-way visual
    ➢ Video out, teleconference audio back in
      ▪ Hook up phone line through the PA system
      ▪ Long distance call: Call them and transfer to teleconference number
      ▪ Call 10 minutes before program begins
  o Panel of 3-5 at the front, one microphone for every two guests
  o Costs will be placed on SPA’s budget
  o Recording event: speaker only not PowerPoint (will load on website)
  o Locations: Morris, Duluth, Crookston (unless otherwise requested)
  o Audience will have runners with microphones for all questions to be heard
    ➢ Need to wait for microphone
    ➢ Plan for 200 attendees
    ➢ Index cards will also be provided
  o Agenda will be sent by Randa today, 1/10

RER
  o Research protocol expired mid-grant. In the window of getting re-certified, who should be notified of expiration so PI can get an account number to charge in interim period?
    ➢ Talk to Moira Kean in RSPP
      ▪ Also, talk to Regulatory Affairs and IACUC on how to accomplish a 3-year renewal process
      ▪ PI and Co-I should set up contacts

Role of key contacts
  o Send email as a reminder

GMUN Steering Committee
  o Rotate two off per term. Email Randa with preferred ending term.

Next Meeting: Monday, February 14, 2005, 433 Johnston Hall, 9:00-10:30 AM