GMUN Steering Committee Minutes
433 Johnston Hall, 9:00-10:00 AM
Monday, February 14, 2005

Attendees: Donna Rosenthal, Terri Ritz, Rosalyn Segal, Sue Paulson< Ed Wink, Randa Rosby, Stewart McMullen, Win Ann Schumi

Expiration terms need to be posted on the website
1. This is the last term for Donna and Terri (leave in May)
   a. Need a CA representative
      i. Prioritize topics

May Meeting-potential agenda items
1. MTA Process-15 minutes
   a. Less rigorous than proposal, present what to do with material at the end
2. Preaward clean up- Ed will ask Kevin about addressing this issue in the meeting versus sending an email
   a. If questions, dialogue would solve it quickly
3. Purchasing card – Terri will ask Leslie Koidahl about changes
4. IDC Calculations/Reconciliation Tools- 15 minutes
   a. Sue Paulson will show how to check the worksheet. OIT & FSS working together to put out a U report for reconciling-will demonstrate report at meeting
5. New policies-Win Ann will ask Melinda about OVPR policies/tools on PV for justification. Sue will talk to Pat Spellacy
   a. Presently nothing new, see what comes up next month
6. ECRT- leave on for next month discussion; by may, will have schedule for FY06
   a. Do analysis (Ed-policies/procedures, Brittany-technical)
   b. If need to skip, can do an email
7. REPA- 20 minutes (emphasize what triggers list
   a. Rosalyn to follow up with Meg, Mindy, and Kevin to see where things are
      i. Explanation for research people-connection to research piece
      ii. Set up meeting and talk about what they want to talk about
      iii. More background and what it entails (technical: talk to Brittany)
      iv. Win Ann and Ed to talk to Kevin regarding follow up process
8. Small Business- Steward (possible Sept topic)
   a. Reporting part is difficult
   b. Go to SFR to get credit for minimum/small business purchases
   c. Grants over $500k
      i. Have meeting with Karen Triplett
9. RCR- Randa will ask Carol Foth

Location
1. Holly will check Coffman Auditorium, price, and capacity
   a. Date: May 5th, 9th, or 10th
2. If in Memorial Hall, box in the area

Other Topics
1. Steering Committee: solicit appointments in March, Rosalyn will send email for nominations
2. Lisa will replace Win Ann for next 6 meetings (March-August)
   a. Have Mary add Lisa to gmun@umn.edu