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

1. Review September 13th’s minutes
   a. Add Donna Rosenthal to attendees.

2. Information disseminations
   a. Set up a self-subscribing list serv to get meeting information out (can unsubscribe)
      i. If a key contact, subscription is not necessary (put on website)
      ii. If a broadcast communication, send to all 3 lists (if many: website)
      iii. Inform by sending to FSUN, CA, key contacts, and article in RNO.

3. Future Meetings
   a. Room needs 200 capacity with ITV capabilities with cordless microphone in mid-January
      and mid to late April.
   b. Holly will check on prices, accommodations, and availability at Great Hall.

4. GMUN Website
   a. Format of key contact list needs to change to Access (users may not be as familiar)
      i. List’s purpose is to find key contact in college/dept
      ii. Could alter it or put in html form (is it secure in Excel?)
      iii. Add “last updated” and clean up the list
   b. Need to have a list of the committee with email addresses on website
   c. Update Steering Committee minutes
   d. Add GMUN Group minutes with attendance
   e. Add future meeting dates (note whether or not the room has ITV)
   f. Put David Welter question on the website

5. Research Research: out of Great Britain
   a. Peggy Sundermeyer is fostering a relationship building to collaborate proposals
   b. A web to web demo was done to show how it can be tailored for personal usage
      i. Get info on research policies, where it’s going, and grants giving awards
      ii. Will test for 4-5 weeks
   c. How much resource goes into SPIN and COS (Research Research will replace)
      i. Ed will look into the statistics of SPIN usage
   1. Internal survey/RNO

6. Committee Terms
   a. Next month’s agenda
      i. Randa will come up with a chart - stager terms

7. Items for next group meeting - solicit
   a. Gift vs. grant & grant vs. external sale (rep from MMF or U Foundation?)

8. Building Grants/Construction
   a. Facilities Management (FM) signs on construction (brick/mortar) grants
      i. Make faculty aware of process and note more lead time is needed
      ii. Topic for GMUN