



## Meeting notes – August 6, 2009

### Attendees

- o Bourgeois, Shari – Marathon - Secretary
- o Dunn, Ken B – BP - Programs
- o Elwood, Dick – Schlumberger – Co-Director Web Communications
- o Nelson Stew – Noah Consulting – Communications
- o Pomraning, Mona – BP - President
- o Receda, Wilson – Schlumberger – Co-Director Web Communications

Web site is up and running and linked to the DAMA site. Please check the site and provide input to Wilson and Dick.

### Payment Process

Discussed the payment process. The large companies will need an invoice. It would be nice to create a way to pay membership directly on the web site. The ability to use credit cards directly from the web site would be ideal, but this functionality comes with extra expenses. Discussed PayPal, which is used by many smaller organizations (i.e. Chicago DAMA chapter uses PayPal). Agreed that the process definition should rest with JJ (our financial officer and Wilson/Dick). For the Aug meeting we need a way to collect money, provide receipts and invoices. Mona took action item to coordinate with JJ to ensure that JJ has a receipt book at the Aug meeting. Wilson and Dick took action item to work on the long term process with JJ.

### Membership Cards

Agreed that these would be a nice touch. These cards would be given to people after they paid their membership fees. Sized like a business card with a blank for member name, and time period to be manually filled out. NB: A sample of the card was sent to the team for approval.

### Marketing Flyer

Agreed that a 3 fold flyer would be a nice touch. These would be available at sign in table, board members could have some on hand to distribute as needed. Mona took action item to coordinate with Stew and to draft a flyer.

### Sign Sheet Form

Agreed that a sign-in sheet should be available. Shari took an action time to create one.

### Meeting Feedback Form

Agreed that a Meeting Feedback sheet should be available. Shari took an action time to create one.

### Marketing Poster

Agreed that a poster directing people to the sign in sheet and membership collection table would be a nice touch. Mona took action item to coordinate with Stew.

### Officer or interim officer

Agreed that we are officers rather than interim officers. NB that per the forms we filled with the state in establishing the group we were called officers. Noted that an election should happen at November meeting. Next meeting is devoted to aligning the historical chapter to our current chapter.

## **Name badges**

Got to have them. Blank one with markers for people to record their own names. Officers should have a special name tag or "Ask me about DAMA" button. Mona took action item to provide tags.

## **Lunch**

Mentioned that it would be nice to organize lunch after the meeting. Ken took an action item to set this up.

## **Breakfast**

Oracle is providing breakfast. Ken needs to provide a headcount on Aug 17 to Oracle. Stew got action item to provide this information to Ken.

## **Web Site**

Agreed that it would be nice to have a member's only section, but for now a basic site would be ok. Until a members only section is available all private data should be removed from the meeting minutes.

## **Random Drawing**

Agreed that it would nice to have some random give away baskets. Anyone can donate a basket. It was noted that other successful chapters use these. They serve two purposes, one it keeps the meeting fun, and second it encourages people to stay for the whole meeting. Price range of baskets should be \$5-25 range keeping with company gift policy guidelines. These can be company logo items, technical books, tee shirts, coffee mugs, ... The process of the random drawing is that people can drop a business card in a fish bowl at the sign in table. For those without cards (blank mini index cards would be available). The random draw would happen at the end of the meeting. For the Aug Meeting Mona & Ken volunteered to donate a couple of data modeling books.

## **Brainstorm Session**

Ken suggested that someone dry run the facilitation session with Stew before the meeting. Mona agreed to talk to Stew and Shari offered her assistance as needed.

## **August Meeting Program**

Oracle will be given 10 minutes during the program as a way to thank them for donating the facility and breakfast.

Ken will introduce the speaker using the bio that JJ provided

Meeting will be in Oracle training facility which has a meeting room, kitchen area, and an open area.

Bathroom are located past elevators.

Mona to provide agenda (following time lines provided earlier) DRAFT below

Breakfast & sign-in

Mona to introduce board members

Mona to thank Oracle and give them opportunity to talk for 10 minutes

Oracle gets 10 minutes to talk

Ken introduces key note speaker –

Jim's presentation

Ken thanks Jim

< break >

Mona to introduce Stew

Stew leads brain storming session

Random draw for gift baskets

Close meeting

Thank meeting sponsor (Oracle)

Lunch afterwards – Ken is organizing