

## Golden Gator Meeting Minutes, 10/6/08

### Committee Members

**Amelia Bell, Julie Frey, Tracy Bryant, Claibourne Smith** (intern), Jeff Stevens, **Susan Stewart**

### Present

In bold above.

### Next Meeting

Monday 10/13, 10-11:30 a.m., Tigert Hall

### Discussed/Action Items

- Will separate the Special Events and Communications Programs categories – for a total of 11 categories this year (10 categories last year).
- Will add a “print to Web” area on the abstract. This will be similar to Creative Resource (Bang for Buck)
- Remove “identity” points from judging sheets. Replace with a blurb about fully completing the abstract form to best explain the submission and results.
- Create a template for the abstract form. Include details such as specific budget information, documentation of results, Web site address (if Web entry), etc.
- Have Dan review all entries again this year for logo compliance. Those not in compliance will be disqualified and entrants will be notified of the reason.
- Ask entrants to supply two hard copies of the entry form, as well submit an electronic copy.
- Ask entrants to email or provide a CD with the entry image, as well as a 50-word summary of the entry.
- Check on circulation information (entry form, abstract?) of Annual Pubs and Magazines categories – add something else?
- Add to entry form: empty default category for Category Name at top of form; change address to PO Box; make “Additional team members on separate form” more obvious; add a place to list Web site address (if entry is a Web site) change three hard copies to two and add the requirement of emailing the entry form (would be submitted with the electronic abstract. Remind entrant to return a hard copy of the abstract with the hard copy entry form (to accompany entry itself). Also, please add at the end of the form that the submissions will not be returned. We should add this (entries not returned) somewhere in the copy of the Web site, too.
- It was decided that an informational session is probably not necessary this year b/c of everyone’s busy schedule. Plan to have the FAQ and/or other communication address potential questions, etc.
- It was generally agreed that a nominal entry fee is a good idea – possibly \$20 per entry. However, the big question will be how the money would be collected.

Deadra will research this. Also, it was pointed out that we need transparency about the money collection...clearly communicate that the money will be used to purchase awards for each team member...with any remaining money going toward the Annual Retreat – or whatever is decided.

- FAQ page could include explanation of waiting a year to submit entry if the results are not yet available. List this on the Award Descriptions pages, too?

### **Tabled**

- Consider breaking down Annual Pubs, Magazines and/or Brochure categories into subsections – to reduce a “major” pub being compared to a tri-fold brochure, etc.
- Consider Photography section entering a body of work as a department rather than individual; meet with Kristen for her ideas
- Stipulate a maximum number of team members per entry? If so, what number – 10, 15...something else?
- Consider creating planning committee for Annual Retreat. It was suggested that we could ask the UFCN for volunteers, but also have each UFCN committee appoint one person to the committee.
- Sponsor(s) for the retreat?

### **To do later:**

- FAQ page updates
- Add GG “home” page link on site
- Final Web updates
- Create retreat committee
- Other, as determined by tabled items above

### **To complete before next meeting:**

**Julie-** create draft of **new abstract form**

**Tracy-** create revised entry form

**Amelia-** create document of Web page changes for Call for Entries and Categories/Submissions

**Jeff-** post a “2008 program coming soon” message on GG Web site.

**Susan-** create document of Web page changes for Judging pages