

Bowdoin Administrative Staff Meeting Notes
10/16/07

In Attendance: Kim Pacelli, Sue O'Dell, Keisha Payson, Denise Trimmer, Eileen Johnson, Juli Haugen, Lisa Rendall

1. Review plans for Museum Event including items left to accomplish.
 - a. Eileen will finalize food for reception
 - b. Lisa will send out a second invitation, Outlook Calendar invitation and manage RSVPs for the Museum tours.
 - c. We'll send thank you notes to Suzanne and tour guides following event.
2. Discuss Committee on Governance Fall 2007 Draft Proposal to Restructure Committees at Bowdoin which will eliminate some BAS appointments. Kim will draft an e-mail to Mary Hunter addressing our concerns and circulate before sending.
3. Appointments:
 - a. Secretary – Lisa and Keisha will alternate
 - b. Co-chair for next year – Lisa, Eileen and possibly Denise are the possible candidates.
4. Budget for year is \$2,500. We will spend approximately \$500 for Museum reception and any Facilities Management set-up.
5. Discussion of potential upcoming events: Social at the pub, possibly held prior to a campus event already scheduled. We'll look into the Recital Hall availability for student performances specifically for BAS with a reception following. The annual BAS luncheon in April.
6. Old business
 - a. Julie Bedard has assumed spot on Sexual Misconduct Board
 - b. Committee appointee breakfast was a success. This should become an annual event.

Next meeting is November 14, 2007 at 2:00 p.m.

Respectfully Submitted,
Lisa Rendall