

Artists and Lecturers Committee
Meeting 1
Thursday, October 20, 2011
4:30 p.m. H/SS 120

Members present: Derrilyn Morrison (Chair), Harry McAlum, Dee Lindsey (for Lynn McCraney), Renee Pearman, Julie Santiago, Loleta Sartin, Devereaux Lindsey, Zeineb Yousif

Members absent: Erma Heard, Natalie Barber, Carrie Ginest, William Horne, Stacey Keller

Chair Derrilyn Morrison called the meeting to order at 4:30, welcomed everyone, provided an agenda and sign-in sheet, and asked each member to introduce him/herself.

Harry McAlum nominated Erma Heard for Chair-elect, seconded by Julie Santiago, and elected with a unanimous vote. Harry McAlum volunteered to serve as Recorder and approved with no opposition.

Chair Derrilyn Morrison provided each member with a document from SACS—"Developing Policy And Procedure Documents." She reviewed the main point of the document which is how to conduct meetings and disseminate the minutes of meetings.

Chair Derrilyn Morrison asked the committee members to consider the dates for various deadlines: call for proposals, submission of proposals, and committee review of proposals. Dee Lindsey stated that Student Life sets the call for proposals and submission deadline and will provide those dates. The committee members agreed to meet within a week of the submission deadline and act upon the proposals.

Chair Derrilyn Morrison asked for any suggestions for changes to documents or procedures. The members agreed that proposals must be submitted electronically and use the same form used this year with one addition. The maximum amount of funding for a proposal is \$3,000 and that information is to be added to the Call for Proposals.

The meeting adjourned at 5:05 p.m.

Respectfully submitted,

Harry McAlum