

## **Seminar Committee Meeting Summary, 6/21/10**

Present: Tom Hurst, Mattias Johansson, Bill Chadwick, Sarah Henkel, George Boehlert, Candace Rogers and Maryann Bozza

**Summary:** The Seminar Committee and the larger HMSC Community are generally pleased with the quality of the seminar speakers and the number of seminars. Diversity, with speakers from other disciplines, is encouraged. The committee is informal and meets when there is something to talk about; this seems to be working well. No significant changes are warranted. There are, however, a few areas that can be improved upon. The main one is budget. Others are reflected in the action items.

**Budget:** The budget is officially \$1000 per quarter (fall, winter and spring) and can be used for seminar speakers' travel expenses as well as for food (but not alcohol), generally dinner and/or lunch for the speaker, host, and sometimes a small group of people. Maryann will serve as the budget tracker.

Before officially inviting a speaker, it will be the host's responsibility to find out what resources will be needed and get approval for funds. First figure out what is fixed (i.e. they are already speaking in Portland, but will need a rental car to come to Newport) and what is negotiable (are they willing to stay in someone's home? Is it appropriate to have them stay in HMSC apartments? This is best when it's for more than one night) As for the host's costs, what is necessary (perhaps dinner for host and speaker) and what is desired (i.e. lunch with a larger group).

Please submit expenses to Maryann; do not commit to the speaker before approval. If the money is in the budget, Maryann will confirm that and let you know that the funds are committed. If it doesn't fit within the existing budget, or if there are multiple requests anticipated, Maryann will put it to the broader committee for their approval. The committee will request additional funds if appropriate.

*After* costs have been agreed upon and confirmed, the host can invite the speaker, and copy Maryann for the record. Unapproved reimbursements will likely not be honored.

**Other:** The following proposed action items were centered on communication, within the committee and between the committee and the campus.

- Set up an email address for the rest of the campus to contact the committee with seminar speaker suggestions. Include the list of committee members. (Maryann will speak to Dann)
- Send a quarterly email reminding people to suggest speakers and how to do it. Especially remind people to consider this when they plan for a visitor. (Maryann will draft one)
- Seminar listserve: Seminars will now be posted to BOTH the Seminar list and the Community list. This gives people the option of only subscribing to the seminar list if that's all they want. We will send an email to the Seminar listserve alerting them to this, so if they don't want to receive both they can opt out of one or the other. (Maryann will send one)
- We need to update the current seminar committee list, to be sure all the members are on it, and that everyone on it wants to be. (Please reply to this email)
- The seminar calendar in use is at <http://calendar.oregonstate.edu/hmsc/> Anyone can update the calendar with speaker names; please continue to indicate if those speakers are tentative or confirmed, and the name of the host as well as the speaker. If an out of town speaker is available for a slot filled by a 'local', ask about the possibility of bumping them to another slot.
- Find out what kind of budgets other speaker series around campus have. (need a volunteer for F&W, COAS, etc)
- Engage ODFW in the seminar series, as speakers, attendees and speaker hosts. (George will speak to Caren)
- Recruit a member of HsO to replace Mattias, who wishes to remain as a seminar committee member.

Thank you to the committee for your efforts to keep the seminar series going!

Anticipated speakers:

for Fall: At least one from the PICES meeting

for Winter: Mark Needham; Steve Brandt; Fred Allendorf (or Spring)