Rules Committee Meeting

Date: 2/24/2014
Location: CETES 207
Meeting Minutes

Present: Lynda Robinson, Mike Dunn, Sarah Janda, Courtney Glazer

Item 1: Approval of minutes
Lynda noted that she had sent minutes of the January 7 meeting out in an e-mail asking for corrections or additions. It was noted that there were no corrections or additions and the minutes were approved.

Item 2: SmartBoard
CETES 207 has a NewLine SmartBoard. We met there so members could see the smartboard and its capabilities. Also, it was thought that the large screen & wireless keyboard would allow us to more easily edit changes to committee memberships and mission statements. However, it was determined that we were not ready to do that. So after seeing how the smartboard could be used as a whiteboard or used to annotate a power point or draw diagrams, we moved to talking about what we needed to do next.

Item 3: Committee memberships and mission statements
It was decided that we would meet toward the end of March. Mike would send out electronic copies of the committees that we all have in paper version so we could make what changes we have. Then at the next meeting, we could combine all the changes that we have and get a working document.

Item 4: Adjournment
Meeting adjourned at 1:30