

**MI-ASIST Planning Meeting**  
**4 Sep 2002, 1PM – 3PM**  
**Dominick's**  
**812 Monroe Street, Ann Arbor, MI**

**AGENDA:**

1. Membership
2. 2002-2003 MI-ASIST Programs
  - a. topics/speakers/locations/etc.
3. Finances
4. MI-ASIST Elections
5. MI-ASIST Newsletter: Brochure
6. Annual Activities Report

**Present:** Allison Brueckner, Mary Kickham-Samy, Scott Lapinski

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**1. Membership**

Judith had volunteered to spear head our membership survey. Allison will follow-up on that.

Discussions were had on a “needs assessment” – how to best determine what our membership wants in regards to programs, content, and location. We talked about hands on type of programs, skills development that can be used on the job and during every day life.

**2. Programs**

We started talking about what type of programs to offer this upcoming year. Programs that would encourage student participation, higher attendance, thus improving membership.

We talked about creating some sort of “certificate” program – in this way the attendee could walk away from the program, like a continuing education credit. This conversation raised a lot of enthusiasm and will require future investigation on how other sister societies do this and appropriate content for program, etc.

A reminder went out for the Program Chair to remember to include our two Student Chapters and the student members when planning programs and meetings. Candy Schwartz is currently the ASIST Student Chapter Representative.

For contact information & who's who in the Chapter Assembly:  
<http://www.asis.org/AboutASIS/asis-chapters.html>

When planning programs and working with speakers – remembers to inform the speakers about our membership and attendance trends of our past programs. In this way the speaker knows what to expect in regards to group dynamics and the difference between a “good” & “bad” turn out.

Marketing/promotion: e-mail and announcements, pens, T-shirts, brochure!!!, cup, etc. All of these items help promote our Chapter and our Chapter activities.

Allison will create a brochure and look into costs for other promotional items (e.g., pens, t-shirts, cup). Cups can be used for “tokens of appreciation” and thank-you items for presenters, speakers, sponsors, in-kind supporters/volunteers, etc.

Allison needs to compile the surveys from past programs – this will identify some of questions in regards to content, speakers, location.

**October 11: Marie-Griffiths event in Cleveland.**

We talked about this and promoting this event for those who want to drive together, etc. As chapter liaison for this event, Scott will send out reminders and get this posted to our Web site.

**Annual Meeting: Nov 17-21**

**Next MI-ASIST Program: 1<sup>st</sup> week of December**

TOPIC: Distance Learning

Mary will spearhead this and once the new Program Chair is elected, she can work with him as a “coach” on how to coordinate a program.

Speaker has been identified. More to follow.

Other Potential Program Topics for the Year:

- Distance Learning
- IA
- PDA
- Telehealth/Telemedicine
- GIS
- E-books
- E-government
- Archives & Digital Preservation
- Internet Security
- Knowledge Management/Web based database

**3. Finances**

Mary reported on the state of our Chapter’s finances – where we are and where we’re going. Discussions lead us into building revenue for future programs and

events. See our annual activities report for the latest figures:  
[http://www.asis.org/Chapters/michap/2002MIASIST\\_Report.pdf](http://www.asis.org/Chapters/michap/2002MIASIST_Report.pdf)

#### **4. Elections**

Elections are underway and should be finalized within the next week or so.

#### **5. Newsletter**

Allison & Scott will work together on creating a Michigan Chapter Newsletter. The first edition will come out following the December program, as a Winter Edition. This will be an electronic newsletter & distributed via e-mail to our Chapter's e-mail distribution list and posted to our Web site for the rest of the Society. Categories for the Newsletter include, but not limited to & in no particular order:

- Job Announcements
- Welcome new members
- Officers, contact information
- Program highlights
- Events
- Reports: membership, accomplishments throughout the state and our membership, activities report, presentations of MI-ASIST member, etc.

As this plan gets underway, input will be solicited from our membership.

**6. Annual Activities Report:** submitted & posted to our Web site:  
[http://www.asis.org/Chapters/michap/2002MIASIST\\_Report.pdf](http://www.asis.org/Chapters/michap/2002MIASIST_Report.pdf)