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EMAC Meeting
January 8th, 2016
9:00 a.m. – 11:00 a.m.
1800 Grant St. Denver Conference Room

Meeting Minutes

Attending: Darren Chavez, Mark Knowles, Tina Moser, Kara Viesca, Melissa Benton, and Grace Wagner

Approval of minutes

Jill Taylor was added to the list of attending. Minutes approved with changes.

Speaker Series

Details for the upcoming speaker event were discussed including room arrangements, flyers and advertisements, parking, maps, and video recording. The Boulder event is finalized as February 9th, 2016 from approximately 4:00pm-6:30pm (time subject to change).

Actionable items:

- A student graphic artist will be contacted to create a flyer.
- The previous speaker will be contacted regarding posting the recording online.
- The paperwork for paying the honorarium will be figured out.
- The campus police will be informed of the event.
- An event evaluation form will be created and submitted to the committee members for approval and suggestions.
- CU Engage will be contacted to see if they have any handouts that need to be printed.

Other Business

VP Kathy Nesbitt has committed to attending the March meeting to discuss the diversity committee she's spearheading. Chair Moser asked the committee to consider the goals of the EMAC committee and what they would like to discuss with VP Nesbit. The UCCS event was briefly discussed, but major planning was put off until after the Boulder event. A representative of CU Dialogue will probably attend the February meeting to discuss their plan for the UCCS event.

Adjournment

There being no other business, the meeting was adjourned at 10:51 am. The next meeting will be on February 5th, 2016 in the Denver conference room.