Chair Dr. Carolyn King called the meeting to order at 4:05 pm

In Attendance: Carolyn King, Adam Luedtke, Jim Bentley, Susan Garcia, Peter Novick, Linda Ostrowe, Ricky Panayoty, Ted Rosen, Danny Sexton, Ray Volel

Absent: None

I: Approval of the agenda for October 6, 2015
   a. The agenda was approved by voice vote.

II: Approval of the minutes of September 3 and 17, 2015.
   a. The last two minutes will be approved at next meeting (11/3/15).

III: Reports
   A. Updates on the Volunteer Fair
      • Working with Student Government – this event is happening at the same time as the Completion Day Assembly. Carolyn King et al. will coordinate with Ricky et al. to see if Student Government people can attend/speak etc.
      • Ted Rosen pointed out that we don’t have to start the event right at noon – just get the music going. Ricky will try to come by the Quad. He’ll email if he anticipates any openings/changes in his schedule.
      • Ray Volel has someone from NYPIRG who will come.
      • Parking is taken care of.
      • The sandwich boards are up (we have two of them).
      • It’s running on the electronic bulletin board.
      • The issue of Wi-Fi access for the guests was brought up. Peter Novick volunteered to coordinate their Wi-Fi access.
      • Danny will be the point person for registration – he will collect student names & Student IDs.
      • Danny mentioned that Queens Public Library is coming and will be available to get students library cards.
      • Susan and Ray will coordinate the music.
      • People should come as soon as possible (Ricky will try to come at 11).
      • AHRC New York is planning on coming. The point person is named Karen Zuckerman.
      • The American Cancer Society cannot come.
      • There will be 10 outside organizations in all.
      • The idea was floated to do a card for the victims and community at Umpqua Community College. It was decided to do large card(s). Adam will email the image from the Volunteer Fair Flyer (tree with hands) to Ricky.

   B. New Business

      1) JB brought up the question of what should be changed for our Committee Charges, since it goes into the Annual Report. Peter will go through the Committee Charges and indicate which tasks are either: A) Done; B) In Progress; C) Should Be Changed; or D) Irrelevant/Obsolete.
      2) We have still not received the names of the students who are/will be on our committee
      3) VP Hodge wants to come to our next meeting.
      4) Next meeting is scheduled for Tuesday, November 3 at 4 pm in MA-317.

Adjourned at 5:15pm