

Skyward Steering Committee Meeting

Date 05/18/16 Location Western School Corp
2600 S 600 W
Russiaville, IN 46979

Present: Lora Lovelace (Center Grove), Jacque Deckard (Mooresville), Kellie Shearin (Decatur), Dennis Bagley (Eastern Howard), Deeann Witek (Duneland), Kathy Reed (Mt. Vernon), Tammy Johnson (Western)

Webex-Penny Bond (Beech Grove), Tyler McIntosh (Center Grove) and Amanda Wilkerson (

Skyward personnel present: Brent Siebring, Peggy Koonce, and Russ Conger

Minutes from March 31 meeting, moved by Kathy Reed to accept, 2nd Jacque and approved.

TOPICS DISCUSSED

Indiana Steering Committee

- IN User Group Conference committee (Dennis, Susie and Tyler, Amanda, Tammy, Jacque)
- Bylaws Committee (Kellie, Jacque, Dennis, Lora, Kathy)
- Survey Committee (Jacque, Kellie and Dennis)
- RFE Committee (Deeann (S), Julie (F), Donna(S) and Penny (S), Millie (F), Michael (F), Brent)

Indiana User Group conference

- Much discussion regarding 9 suits and plaza ballroom (5 spaces)
- Vendors – Jacque reported that we now have 3 vendors which she is having fill out a Google form for tracking purposes., we need to set deadline for vendors to be in the booklet
- Sponsor – Possibly 1 for Lanyards and T-shirts, 1 for snacks
- Lanyards – purchase 400 to be reused each year. Prices 100/\$13.69 Blue, separate
- T-shirts will be ordered for the committee, more details TBD later
- Booklets – Deeann Witek, include Vender Sponsors, session info, lined paper for notes. 12-14 total.
- Online Registration – Dennis reports that online registration is easy enough just need details. Will have link on new website. Using Event Bright with SCAD, under \$150 cost. We will not request payment before conference. Vaughn will send invoices sent after conference.
- Sheraton – vendors in the foyer
- Suite B and C, food
- Suites E, D and A, sessions but not during lunch
- Suites 11-16 probably not needed
- Ask Committee to volunteer to be in a session along with Skyward Rep as a “back-up”.
- Lora is going to request room 15 or 16 @ Sheraton
- Jacque to send Brent a list of possible vendors to be ok’d.

Bylaws

- Should we stagger President, VP and Secretary, Treasurer Positions? This should be discussed further in prep for the conference where we will share/vote.
- Should there be a yearly audit? Maybe quarterly and a Bank Statement

RFE Committee

- Can proceed now that they have bylaws
- Group to meet and go through the list of 137 with a time limit for each one
- Group should choose verbiage for reason to VOID.
- Set date to go back and delete old RFE's
- Deeann Witek will create the email

Future Committee Meetings

- July 14, 2016 – WebEx @ 10:00am EST
- Kathy Reed made a motion that we move our meetings North, Middle and South to be more accommodating to our committee, Jacque Deckard 2nd.

Survey Committee

- No report at this time, committee plans to send a survey after the User Group Conference.

Website

- IN-SUG.org
- \$155 per year
- \$25 Domain
- Created in WIX instead of Google