



CVGS Advisory Council Meeting Notes May 15, 2014

Council Members attending: Cheryl Franceschi, Dick Scheuerman, Lee Ann Schlager, Steve Schreiber and Valerie Miller

CVGS Staff attending: Brent Mai and Sue Cotton

- 1) Mark Wahlers, Concordia University (CU) Provost, welcomed members and voiced his support for the work of the CVGS and its Advisory Council.
- 2) Brent provided the following information about the CVGS:
 - a) The CVGS Facebook page currently has 1031 “Likes”. A question was raised about the management of the CVGS Facebook page. Brent indicated that he is the manager of the page.
 - b) Sue Cotton was introduced as the new part-time staff member for the CVGS. Sue began her position on April 1. Her responsibilities will include fund-raising and event planning. She has been working on the upcoming June 250th celebration, as well as the CVGS supported events in other states that will occur this summer. The CVGS website now has links to each of these conferences.
 - c) The implementation calendar for the goals and objectives was reviewed and discussed by Brent and the Advisory Council. The majority of the items from the first few months have been completed and the group determined some adjustments that needed to be made to the calendar. The changes were noted and the revisions will be provided to Council members and CU.
 - d) Johanna Meetz, of the CU Library, is working with Brent to complete an application to the Cultural Trust for a grant that would provide assistance for processing materials (and collections) received by the CVGS.
 - e) The Center’s budget was discussed.
- 3) The Council discussed the possible addition of two members to the group, one that would be another representative of the Academic Advisory Board and one that would be another constituent member. It was determined by the group that the number of members should stay at five.

4) The Council reviewed its draft operating procedures. Revisions to the proposed procedures were made. The Council's revised operating procedures will be posted on the CVGS site.

5) A question was raised requesting clarification of CVGS staff responsibilities. Concern was voiced about the title listed on Sue's current business card and the potentially confusing message it may give to persons interested in the CVGS. The group reviewed her job description and suggested recommendations for Sue's title. Two council members will follow-up with Brent to clarify the title for Sue's position. (NOTE: It was determined that Sue's title will read: Sue Cotton, Marketing and Development, Center for Volga German Studies)

6) The next meeting of the CVGS Advisory Council will be held Thursday, September 11, 9:30 – noon. Agenda items will include:

- Review the implementation of the CVGS long-range goals and objectives
- Review of the current CVGS budget
- Review of CVGS activities, library and archives projects