

**MINUTES OF USUCGER BOARD MEETING
CONFERENCE CALL
JULY 30, 2003**

BOARD MEMBERS PRESENT: Jean-Louis Briaud-President, Susan Burns, Barbara Luke, Carlos Santamarina and Sarah Gassman

BOARD MEMBERS ABSENT: Dave Elton and Deborah Goodings

GUEST: elaine ridgeway, Auburn Conference center

MEETING COMMENCED AT 2:00 P.M. CST.

1. USUCGER WORKSHOP

The USUCGER Workshop Announcement proposed by Jean-Louis Briaud was reviewed and finalized. It will be sent to the membership by the end of the week.

NSF has provided \$62,997 to support the workshop. The budget includes a reception, lunches on Thursday and Friday, meeting room space, speakers travel help, minimal salary for the chair of the workshop, participant stipends and personnel support costs. One faculty member from each USUCGER member university attending the workshop will receive a \$300 travel stipend. A limited number of faculty members from PUIs are eligible to receive a \$500 travel stipend. Members receiving travel stipends will also receive free registration. The Board agreed to charge all other participants (including graduate students and non-USUCGER members) \$100 in registration fees. elaine ridgeway will distribute the travel stipends.

The workshop agenda was discussed. Topics were suggested for the breakout sessions. There will be 4 sessions on “research vision” and 4 sessions on “academic success.” Members will vote on desired topics when they register. The break out groups will begin with a brief presentation to focus and direct the discussions. The speakers will be chosen after the topics have been selected.

For Thursday night, the Board agreed to have a reception from 5:00-6:30 p.m. with heavy hors d’oeuvres instead of a banquet dinner. Graduate students are encouraged to present posters during this time. The initial convening of the education and research committees will be from 6:30-9:30 p.m. that same evening.

For Friday night, there will be a planned social/cultural activity. Carlos Santamarina will make arrangements.

Based on the discussions, Jean-Louis Briaud will rework the Workshop agenda and send it to the board for review. Once approved, he will send it to the membership and Susan Burns will post it on the web site.

Susan Burns will develop an on-line registration form. Elaine Ridgeway will provide information regarding hotel rates, on-line hotel registration, travel stipends, etc.

2. DUES

Barbara Luke will request membership dues in September. The amount will be discussed at the next meeting.

The next meeting was tentatively set for September 3 at 2 pm central time.

MEETING ADJOURNED AT 3:30 P.M. CST