

USMS CONVENTION – Orlando, FL 2004

Committee Name: **Publications**

Session # (if more than one meeting): _____

Cmte. report #: **16**

Minutes recorded by: Marilyn Fink and Meg Smath

Date/time of this meeting: Thursday, 9/16/04, 2:30-4:00 p.m.

ACTION ITEMS PROPOSED EXPENDITURES

ACTION ITEMS

1. Chose the submission by Bill Volckening for the cover of the 2005 rule book.
2. MSP to award the bid to print the 2005 and 2006 rule books to Gateway Printing.
3. MSP to add the split notification form to Appendix B.
4. MSP to charge \$9.00 for single copies of the rule book (cost of mailing is built into charge) and \$6.00 each for multiple copies, plus the actual postage.

Committee Chair: Meg Smath

Vice Chair(s): Steve Peterson

Number of committee members present: 9


Absent: 3

Number of other delegates at this meeting: 16

Committee members present: Meg Smath, Debbie Cavanaugh, Cheryl Gettelfinger, Steve Peterson, Tracy Grilli, Marilyn Fink, Anne Laborwit, Joanne Tingley, Sally Dillon.

MINUTES

The meeting was called to order at 2:30 p.m.

1. **Choose cover for 2005 rule book.** The committee chose from among six submissions. The winner was this design by Bill Volckening.

2. **Awarding of rule book printing bids.** The committee received bids from Gateway Printing, Jackson Press, and Madison Press. MSP to award the bid to Gateway Printing. Based on Gateway's bid, the unit cost for printing each full-size rule book is approximately \$5.38. Tracy estimated \$2.89 postage, and \$0.50 for envelopes. This results in approximately \$8.77 to produce and mail each rule book. Currently we are only charging \$8.00 per rule book. MSP to charge \$9.00 for single copies of the rule book (cost of mailing is built into charge) and \$6.00 each for multiple copies, plus the actual postage.
3. **Dedication for 2005 rule book.** The committee chose an honoree, and will announce its choice during its report in the House of Delegates.
4. **Housekeeping.** The committee submitted no housekeeping proposals this year.
5. **Assignments for 2005 rule book.** Tracy will compile Appendix C. Cheryl will solicit ads. Meg will divide up the sections of the rule book for proofreading.
6. **LMSC handbook.** Meg announced that the Publications Committee now finally works on more than just the rule book. She and Tracy worked together last year to compile the 2004 LMSC handbook, and will repeat this for 2005. Meg will ask for help from the committee with proofreading.
7. **Split notification form.** Kathy Casey asked if the split notification form could be included in Appendix B. MSP to add the split notification form to Appendix B.
8. **Method of choosing rule book cover.** Meg said she had received a request from a USMS member that the cover be chosen by the entire House of Delegates rather than only by the Publications Committee. Committee members were not in favor of this procedure.

The meeting was adjourned at 3:15 p.m.

TASKS FOR THE UPCOMING YEAR

1. Compile 2005 rule book.
2. Compile 2005 LMSC handbook.