

**OBME (OBEA) COMMUNICATIONS ADVISORY COMMITTEE**  
**Summary of Action Items Completed—June 2008**

**Advisory Committee Members, 2008-2009:** Christy Ekroth and Jessica Voas, Co-Chairs; Mary Ann Lammers, President; Twila Lehman, Outgoing President; Michael Morrell, Secretary; Sue Van Meter, Newsletter Editor; Darlene Marquardt, Web master

**Original Task Force Members:** Mary Ann Lammers, Chair; Twila Lehman, President; Claudine Werner, former Newsletter Editor; Darlene Marquardt, Web Coordinator; Michael Morrell, Secretary; Sue Van Meter, Newsletter Editor; Christy Ekroth (Membership, newly elected co-president-elect); Jessica Voas, newly elected co-president-elect.

This memo is a summary of what has been completed to date by the original Communications Task Force and responsible parties.

<b>Task</b>	<b>Details</b>	<b>Who</b>	<b>Timeline</b>
<b>Change of user name for Web site</b>	Research available names	Michael & Darlene	Done
	Outline steps needed to make changes	Michael & Darlene	Done
	Determine cost for budget	Michael & Darlene	Done
	Make changes as needed	Darlene	Done
	Advertise change of name	All	<b>Ongoing</b>
<b>Web site</b>	Review current site	Twila, Mary Ann, Darlene, Michael	<b>Ongoing—done 6/23/08</b>
	Suggestions for updates/changes	All	<b>As needed</b>
	Review News Flash section	All	Deleted from site
	Steps for getting secure site	Darlene & Michael	<b>Up by 8/15/08</b>

<b>Newsletter</b>	Review "due date" grid	Sue, Twila, MA	Done
	Evaluate winter/spring newsletter	All	Done
	Evaluate e-mail notification process	Sue	Done
	Discuss value of post card vs. e-mail copy— <b>will go with e-mail notifications</b>	All	Done
<b>Role of Correspondents</b>	Clarify roles and timelines for gathering news for 2008-09	Christy & Jessica, Co-Chairs	<b>April 2009</b>
	Clarify roles and timelines for updating directory	Darlene & correspondents	Done
	Engagement of correspondents in the process	All	<b>Ongoing</b>
<b>Association logo change; update</b>	Ask for input from members	In winter newsletter	Done
	LBCC Graphics Art Department class project	Twila, MA, and Task Force	Done
	Motion to pay \$250 donation for class project		Done
<b>Plans to market new image and benefits to current and potential members</b>	Marketing strategies to unveil new name, logo, and opportunities	As delineated in 2008-09 POW	<b>Presented options at Summer Planning—Ongoing for 2008-09 year.</b>

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