

OPEN ACTION ITEMS

A&T/I&S Divisions

As of 4 February 2001

Item #	ACTION	ACTION TO	DATE ASSIGNED	DATE DUE	STATUS/COMMENT
2001-1	Staff was asked to survey each Division Director in terms of their meeting needs for PFM & ISA 2001.	Kelly Laurence	4 February 2001	5/01	
2001-2	Staff will incorporate line items in future budget worksheets to accommodate special requests like the Fellow Luncheon Support.	Kelly Laurence	4 February 2001	12/01	
2001-3	Staff will help identify the process for selecting best paper at the Fall Conference and Exhibit. Staff will find out if there will be session evaluation forms in Houston and provide those to the Program Coordinator. The Best Paper (s) will then be published in each Division Newsletter.	Kelly Laurence & Dana Dunkley	4 February 2001	11/01	
2001-4	Staff will post all Division New Member letters on the Division Leaders Resource Page. This will help Division Leaders share ideas about their new member welcome letter. Staff will also make sure all signatures are received and posted on the letters from each Division Director.	Kelly Laurence	4 February 2001	6/01	
2001-5	Staff will work with the IT Department in correcting the lapsed Member Report. Staff will investigate alternative methods for contacting lapsed Division members and prepare a proposal that addresses the costs and other implementation issues. Staff will also forward the list of expired members to each Division Director on a monthly basis. The Division should then make an attempt to personally contact the expired member.	Kelly Laurence	4 February 2001	6/01	

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2001-6	Staff will create an online survey for lapsed Division members. There will be a link to the survey in the expired member letter that Headquarters will send out monthly.	Kelly Laurence	4 February 2001	6/01	
2001-7	Staff will develop a Division membership survey on the web to determine how to improve benefits to Division members. This will be done in conjunction with the Reinventing Divisions Task Force.	Kelly Laurence	4 February 2001	12/01	
2001-8	Staff was asked to find more avenues to publicize what the Divisions are doing. (Global e-mails, InTech Calendar, ISA News & Views)	Kelly Laurence	4 February 2001	10/01	Currently working on a story for the ISA News and Views.
2001-9	Staff was asked to update the Division membership brochure. Staff should send each Division Director a copy of their Division description for their approval.	Kelly Laurence	4 February 2001	15 March 2001	In progress
2001-10	Staff was asked to investigate the validity of the Division Membership statistics.	Kelly Laurence & Jim Converse	4 February 2001	7/01	In progress
2001-11	It was suggested that Staff surveys each Division Director, Elect, and Facilitator and find out if they are at all interested in putting on a Symposium. Do they want to review the Symposium Operating Guide at the PSM?	Kelly Laurence	4 February 2001	6/01	
2001-12	Staff was asked to either send a broadcast email to all Division members, publicize it more on the Division WebPages, or publish it in the upcoming Division newsletters about the use and benefits of the Division E-mail list serves.	Kelly Laurence	4 February 2001	9/01	

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