

Meeting agenda

Office of Undergraduate Research

Funding Review Board

Date January 6, 2017

Location M2-103

- I. Board member introductions
 - a. Herber, Scott
 - b. Li, Dr. Zhengrong
 - c. Payne, Beverly
 - d. Rye, Rhonda
 - e. Shedrow, David
 - f. Spring, Dr. Ashley
 - g. Steury, Dr. Elinda
 - h. Styron, Dr. Susan
 - i. Waite, Dr. Annmarie
 - j. Walker-Adams, Dr. Arlene
- II. Current status of funding
 - a. 2015-2016 budget \$3000
 - b. 2016-2017 increased funding to accommodate growth and FURC 2018 preparations
- III. Current funding requests: none
- IV. Upcoming events
 - a. Florida Undergraduate Research Conference (FURC) February 24-25, 2017 Florida Atlantic University
 - b. February 2018 Eastern Florida State College- Melbourne
- V. FURC 2018 (see below)
- VI. Next meeting
 - a. Most funding requests discussed and voted by the board via email
 - b. Next face-to-face meeting scheduled for fall 2017

FURC 2018 Teams

Note: Provost Handfield must approve everything

Contact: Dr. Ashley Spring (springa@easternflorida.edu, x5935) or Scott Herber (herbers@easternflorida.edu, x5742) for any questions, ideas, etc.

- Volunteer recruit and coordination
 - Notes: talk with Center for Service Learning, setup table at FURC for volunteer coordination, order tshirts for volunteers/faculty/staff with décor team
 - Susan Houts
 - Dr. Arlene Adams-Walker
 - Dr. Annmarie Waite
 - Dr. Ann Spellman
 - **Rajesh Melaram**
- Keynote speaker
 - Notes: talk with Jenny Kriete of Alumni Association/Foundation
 - Scott Herber
 - Melanie Karsac
 - **Charles Krininger**
- Abstract review and awards
 - Scott Herber
 - Dr. Elinda Steury
 - Melanie Karsac
 - Dr. Ann Spellman
 - Rajesh Melaram
 - **Dr. Mary Roslonowski**
- Sponsor recruitment (undergraduate schools, graduate schools, local businesses)
 - Notes: recruiters from schools or businesses will rent table
 - Notes: schools or businesses may sponsor student awards, meals, goody bags, etc.
 - Notes: talk with Foundation, talk with Dr. Mary Roslonowski about 2YC, talk to Kathy Beam about advisory board computer science
 - Notes: setup table at FURC for sponsor checkin, include EFSC BAS table,
 - Notes: contacting businesses for sponsorship needs to be coordinated with Jenny Kriete of the Foundation, possibly Jenny can ask Dr. Maxwell King
 - David Shedrow
 - Charles Krininger
 - **Susan Houts**

- Logistics
 - Notes: space, chairs, poster stands, parking, signage, communication, greeting attendees/recruiters/sponsors/keynote speaker
 - Dr. Zhengrong Li
 - Dr. Mary Roslonowski
 - Slav Peytchev
 - **Dr. Susan Styron**
- Event scheduling
 - **Dr. Ashley Spring**
 - **Scott Herber**
- Booklet
 - Susan Houts
 - Aaron Houts
 - David Shedrow
 - Melanie Karsac
 - **Slav Peytchev**
- Décor/goody bags
 - Notes: needs to be coordinated through John Glisch, talk to SGA for ideas, talk to Jenny Kriete of Foundation for big items, talk to Suzanne Sparling for EFSC logo items
 - Notes: add coupons to local excursions in goody bags, order tshirts for volunteers/faculty/staff,
 - Beverly Payne
 - Melanie Karsac
 - Dr. Ann Spellman
 - Dr. William Stewart
 - **Ancel Robinson**
- Marketing/publicity
 - Notes: needs to be coordinated through John Glisch, work with JoAnn Noth, work with Suzanne Sparling (Sandy Sepheri)
 - Notes: include QR code – JoAnn Noth
 - **DUE Jan 2017: save the date cards, flyers, and 1 page booklet advertisement at FURC 2017**
 - **Scott Herber**
 - **Ashley Spring**
- Entertainment
 - Notes: organize field trips/excursions, setup info table at FURC with info about local excursions
 - Ancel Robinson
 - Charles Krininger
 - **Dr. William Stewart**

- Hotels and transportation
 - Jenny Kriete of Foundation
 - **Dr. Ashley Spring**
 - **Scott Herber**
- Webpage
 - In house Betsey Wetzel (cc Hanfield, Miedema, Laird)
- Registration database
 - In house Betsey Wetzel (cc Hanfield, Miedema, Laird)
- Payment
 - In house Betsey Wetzel (cc Hanfield, Miedema, Laird)
- Name tags
 - In house Betsey Wetzel (cc Hanfield, Miedema, Laird)