

STAFF MEETING



Program Meeting

July 29-30, 2013

NM MESA Conference Room

Meeting called by:	Toney Begay	Type of meeting:	2014 School Year and MESA Day Preparation
Facilitator:	Linda Andrews	Note taker:	Betty Chancey
Attendees:	Betty Chancey, Anita Gonzales, Shawndean Smith, Linda Andrews, Helena Kirkwood, Terry Ramirez, Matt Solano, Bonnie Bissell, Toney Begay, Nick Kunz, Explora (T)		
What to Bring:	MESA Day 2014 Draft Handbook; MIMS User Guide; Website User Guide; Anticipated Schools and School Numbers for 2013-2014; Video Camera; Rube Goldberg Supplies-Random Items for massive RG Device on map to transport weights (string, tubing, tape, recyclable materials, etc.)		

AGENDA ITEMS

Monday, July 29, 2013	Presenter	Time allotted
✓ Breakfast		8:00-8:30
✓		
✓ Opening remarks Do not all speak at once—use name cards; Respect others; Follow a protocol that allows everyone to provide input in an orderly fashion; Follow time allotments; Turn off cell phones—use at break times. Dinner choice.	Linda	8:30-8:35
✓ MESA Day 2014 Handbook	Anita, Bonnie, Shawndean, (Shaundina, Monica)	8:35-9:30
✓ MESA Day 2014 Events-Food Distribution System ○ Overview and Rube Goldberg Activity	Anita	9:30-10:45
✓ Break		10:45-11:00
✓ Continue: MESA Day 2014 Events-Food Distribution System ○ Overview and Rube Goldberg Activity	Anita	11:00-11:30
✓ Lunch		11:30-12:30
✓ MESA Day 2014 Events-Academic Display	Bonnie	12:30-1:30
✓ Break		1:30-1:45
✓ MESA Day 2014 Events-On Site/Water Harvesting ○ Overview and Water Harvesting Activity	Shawndean, Anita	1:45-3:30
✓ Break		3:30-3:45
✓ MESA Day Miscellaneous ○ Webinar Suggestions/Resources ○ Downtime Activity Brainstorm ○ MESA Map Update-Condition and Distribution	Anita	3:45-4:30
✓ General Miscellaneous	Linda	4:30-5:00
✓ Adjourn		5:00
✓ Dinner as a group		6:00

Tuesday, July 30, 2013		
	Presenter	Time allotted
✓ Breakfast		8:00-8:30
✓ MIMS tasks for RCs	Linda	8:30-9:15
✓ MESA Website tasks for staff	Linda	9:15-10:00
✓ Break		10:00-10:15
✓ Calendars: Student numbers	Anita	10:15-10:30
✓ Advisor Handbook 2014	Linda, Bonnie	10:30-11:00
✓ New Advisor Training	Linda, Bonnie	11:00-11:30
✓ Lunch		11:30-12:30
✓ Rally and PDC update	Anita	12:30-1:00
✓ Upcoming events: AMP, Oil and Gas Fair, NMHU College Night	Anita	1:00-2:00
✓ Break		2:00-2:15
✓ General Miscellaneous	Linda	2:15-2:45
✓ Adjourn		2:45
✓ OTHER INFORMATION		
Resources: Google Calendar, MESA Day 2014 Handbook (emailed 7/25/13)		