



## Northland Community & Technical College Speaker's Bureau

October 13, 2006

9:00 – 10:00 AM

Room # 106 EGF / #545 TRF polycom

Membership: Brian Huschle, Kent Hanson, Margarita Bracamonte, Kathy Olson, Betsy Jensen(A), Rita Lealos

Guests: Lindsey Wangberg, Becky Holthusen

Topic	Responsible Party	Discussion/Outcome
Mission/Goals		<b>Recruiting Faculty:</b> Recruiting of faculty for the Speaker's Bureau will be a going project. It was suggested that once the flyer is developed that the information would then to be distributed to faculty to encourage additional participation.
	Kent	<b>Cost Ctr/Funds:</b> A cost center for Speakers Bureau has been created, and a beginning budget of \$600 has been transferred to the account, per Kent's contact with Dennis Paesler. Beginning funds will be necessary for creating a flyer, printing, postage and additional expenses in order to get SB advertisement out to the communities.
	Lindsey	<p><b><u>Draft Brochure/Script:</u></b> Lindsey brought forward a draft of a SB flyer that she has developed, and inquired what the group was looking for, (tear-off, glossy, 3 fold, etc). Lindsey read aloud her draft of SB brochure, and will be looking more closely at SB policy in order for it to reflect the SB goals/topics in brochure.</p> <p>Items of discussions were:</p> <ul style="list-style-type: none"> <li>• What topics?</li> <li>• What potential clients are being considered for marketing?</li> <li>• Faculty interests</li> <li>• In what ways to reaching out to community members</li> </ul> <p><b>Community Contacts:</b> Lindsey suggested recruiting with the community, whereby using the GF/EGF Chamber as an example. The GF/EGF Chamber has a \$100.00 insertion fee for their chamber marketing.</p>

	<p>TRF Chamber may have a minimal fee also. NCTC does advertising with Channel 3, but at this point, they may not be in our best interest. Suggestions to use the community radio station at TRF, and would include the NCTC radio station, Pioneer 90.1. Mark Johnson is the Broadcasting Instructor on the TRF Campus, and could possibility work with his class to promote the Speakers Bureau.</p> <p>As previously discussed, we will be notifying community clubs, and high schools. We will be able to move on advertising once the Speakers Bureau brochure is finalized and in place. –Rita has a clipping from the Grand Forks Herald, dated Oct 1, 2006, which lists local clubs.</p> <p>Kathy commented that she has already had a speaking engagement with one of the classes on the TRF Campus, on the topic of gastric bypass surgery, and was well received.</p> <p><b>Speaking Topics:</b> tabled (Recruiting Faculty)</p> <p><b>Honoraria Form:</b> Suggestions and discussion among committee members as to the design, structure, and clarity of the honoraria form being developed. Becky brought forward points that need to be considered in order to develop a form that is to be used by staff and payroll, whereby the chief administrative officer authorization approval is needed for speaking and state vehicle usage, requiring both administrative and speaking staff member's signature. In this case we would be assuming that mileage, hotel, and meals would be taken care of by the requesting organization.</p> <p>Discussion of the routing of the honoraria/stipend reimbursement to NCTC speaker. If there is an honoraria involved, the speaking staff member has a choice of:</p> <ul style="list-style-type: none"><li>A) Having the check made to Northland community and Technical College and the money will be paid to them thru payroll and taxes will be taken out, etc. The employee can, in this instance, elect to have a one time payroll deduction, and donate this money to the NCTC Foundation thru payroll deduction. They would need to fill out an <b>Employee Payroll Deduction Authorization Form</b>, for a one time deduction. The employee would then receive “credit” for their contribution to the NCTC Foundation and be eligible to use the gift as a charitable contribution for tax purposes based on the amount they contributed to the NCTC Foundation. –An employee may wish to contribute the money to the Foundation and would then need to fill out the <b>Employee Payroll Deduction Authorization Form</b>, being sure to indicate that it is a <b>one-time</b> donation.</li><li>B) Have the check from the organization that is paying them the stipend to speak, made payable to the NCTC Foundation. The employee would receive no tax deduction for a contribution that would go to the organization issuing the check. The money would not be counted as wages, and have taxes, etc. taken out as it would not go thru payroll.</li></ul> <p>Becky with look over the draft of the honoraria form to making suggested edits that will comply and returning it to Rita for the groups review.</p>
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<b>Timetable/Fall</b>		The possibility of another meeting before the end of October (10-26-06?); Rita will check with Kent's schedule and advise members.

**Next Meeting: Room TBA**