

Ramsey County Workforce Investment Board

Communications & Marketing Committee Meeting

March 12, 2003

Members Present

Greg Lambert – Chair
Scott LeMire
Jackie Mlynarczyk

Staff/Guest

Shelley Rose
Kitty Gogins, CEO
Hope Remley
Chris Stoehr

Members Absent

Mary Brunkow
Jan Curtis
Lorrie Louder

Call to Order

The meeting was called to order at 10:05 a.m. by Chair Greg Lambert.

New Business

• **WIB Web Site**

Shelley Rose presented the proposed design and plan to install the WIB web site through her company. This is being done as an in-kind contribution by Login, Inc. as Ramsey County will no longer provide this service free to WIB after March 15, 2003. We will be able to get all minutes, agendas, WIB applications, resource links, announcements, and press releases on this site. In addition, other things may be added in the future. Login, Inc. would provide this at no cost to WIB. This is a very generous offer as severe budget cuts have limited WIB operating funds.

Motion was made by Greg Lambert and seconded by Jackie Mlynarczyk to approve both the concept and publication of this web site. It could be online as early as March 21st. **Motion carried.**

Motion was made by Greg Lambert and seconded by Jackie Mlynarczyk to provide a footer on the web site indicating that web hosting is being provided by Login, Inc. **Motion carried.**

Motion was made by Greg Lambert and seconded by Scott LeMire to e-mail all WIB members on whether they would like their email address and organization's web site listed. We will include this kind of information only for those giving permission. **Motion carried.**

Old Business

- ***New Member Orientation for April***

1. Kitty Gogins and Hope Remley will identify the invitation list and send out invitations.
2. Jackie Mlynarczyk will contact desired presenters to participate in the orientation.
3. Hope Remley will look into reserving the Boardroom at the Chamber for this meeting.
4. Kitty Gogins will update the orientation manuals, including adding a Customer section.

- ***Annual Report***

1. Hope Remley gave a presentation of the progress made on the 2002 annual report. Currently we are missing some items and need to work on editing and getting them to fit in a designated format. Greg Lambert volunteered to work on this along with Hope Remley.
2. It was decided to purchase software to be able to edit the 2002 annual report along with future reports.
3. A time line was set up to have a rough draft of the 2002 annual report completed by April 8th in time for the next committee meeting.

Other Business

- ***Kentucky's WorkForce Tool Kit***

Greg Lambert presented an informational packet to the committee to look at and decide if we as WIB want to look into getting something similar for our organization. He is going to email the committee web site to us so that each member can look at it and respond at the next meeting about this item.

Adjourn

The meeting was adjourned at 11:45 a.m.

Next Meeting

Tuesday, April 8, 2003, 8:00 a.m.-10:00 a.m., Midway Workforce Center