

COLLO Executive Committee Phone Meeting Notes
January 11, 2208

Present: P. Greasley, M. Shinn, M. Buckner, T. Kowalik

On Incorporation:

1. Michele has sent the COLLO EIN to Marjean.
2. Marjean will give the EIN to Tina to complete Form 1023.
3. Tina will mail completed 1023 to us and explain how to send the form and payment to the IRS.
4. Michele will mail 1023 and payment to IRS for incorporation.
5. Tina (Marjean, I believe?) will contact 2 different law groups to determine attorney fees (1 will be Langley Law Group, as previously recommended by the person in Tina's firm).
6. Marjean will determine best price for legal services.
7. Timeline for incorporation will be difficult to determine, it will be determined by IRS response time.
8. If the IRS says our EIN is not valid (or not ours), we'll get another.

On the Web site:

Website development steps:

1. Ex Committee reviews various association websites to determine elements we would like on the COLLO website
2. We identify core elements and send our suggestions to Phil (and to all) within two weeks or less. Phil aggregates these and sends them back to the Executive Committee prior to our January 25 (10:00 a.m. Eastern time) meeting. We discuss what we like and don't like at that conference call.
3. Phil collates our list of wanted elements, as modified by our January 25 conference call, and sends them to Marjean (and copies all Executive Committee members).
4. Marjean sends these parameters to four web designers seeking their cost estimates to design the site with those core elements included and their initial design ideas. **(We won't get four completed web sites for review because to make them visual is to complete the web sites and incur the costs with each). We may ask them for prices with our proposed elements and functionality and ask them to send us the URL for the most similar website(s) they've already designed.)**
5. Designers return their proposals for cost and initial design ideas to Marjean.
6. Marjean sends these to the Executive Committee for review
7. The Executive Committee selects the top two design proposals.
8. Phil forwards top 2 to the COLLO members for their feedback (via a conference call?)
9. Ex Committee selects final design after feedback is received
10. Marjean contacts designer and we get started.

NOTES: The programming language for the web sites will be dependent on the platform (server the program is to ride on—Microsoft or Linux).

Typical prices for design of web pages are \$1,000 to \$2,000 for non-interactive sites in .html, \$5,000 to \$10,000 using .asp or .php for interactive sites. In either case, annual maintenance (fixing things that aren't working) about \$1,000 a year (or much less at a university with that kind of people around). Postings to the web pages (minutes, calendars, documents for review) range from free to \$1,000 per year.

On the meeting cancellation notice:

1. Phil will send a draft cancellation/rescheduling message to the Executive Committee for review. It will begin with very positive information on the incorporation papers being completed and the filing to come within a few weeks at the latest; web site information seeking, preliminary design, and cost estimates are now being pursued. An expectation that we'll send the membership information on the top proposed versions by e-mail and hold a conference call for their input, then move ahead with design and implementation of the TheCOLLO.org website. Then he presents hints toward the next meeting (see the On the Next Meeting below).
2. The Executive Committee reviews and recommends changes in this e-mail to Phil, so it can be sent to the listserv today.

On the Next Meeting:

1. We'll try not to delay the next in-person COLLO meeting to the fall but we won't identify a date yet.
2. We'll indicate our desire to make the next, and subsequent, meetings significant value-added "take away" meetings of value to the membership and to minimize the "process" elements. If possible, we'll try to do some sort of COLLO restart-mini conference on some topic.
3. We'll hold a conference call for the COLLO membership after we've sent out the best design/price packages to allow member suggestions and involvement in the process.

On our Executive Committee Conference Call:

1. Our next Executive Committee conference call is tentatively scheduled for Friday, January 25, at 10:00 a.m. Eastern time. If you can't make it. Let everyone know ASAP. (Phil will be out for his son's wedding on Thursday and Friday, Jan. 17 and 18.) If there is no conflict reported, Michele will schedule the conference call for that time.