

## Ploghoft Lecture Meeting Minutes

**September 7, 2012 Next meeting October 5th @ 12:30 BH Conference Rm N. end**

Meeting members: Sarah Creason, Cindy Scarbrough, Jeff Ferguson, Dan Gordon, Pradyna Patet, Jennifer Prat-Hyatt, Karen From, Karen Detrixhe, Nissa Ingraham (chair)

### I. Overview of the Ploghoft Lecture

- A. Mr. Ploghoft
- B. Timing of lectures **Fall, October 8 at 7:00 – Classes @ 1:00, dinner meet & greet at 4:45 and dinner @5:00**
- C. Basic overview of a lecture event
- D. Funding **\$500. Stipend for the speaker, try to keep the dinner in medium to low range cost**

### II. October 8 – Lewis Diuguid – KC Star

#### A. Arrangements

**Pradyna**

1. Advertising – Talk with publications, second floor Admin Bldg – Mallory Murray
  - a. Posters – create the poster with Mallory Murray, **Nissa will get you the official photo from Lewis and his bio.**
  - b. Contact Amy Wilson with the advertisement to distribute electronically to the PEU.

**Karen F.-dinner**

#### 2. Dinner- At the Guant House

**Sarah C.-invitations**

- a. Catering needs to be contacted and arrange the meal.
- b. We typically use the china at the Guant House for the meal.
- c. 14 seats – Dr. J and Mrs. J, Dr. Pival, Mr. Diguid, Dr. Dunham?, Mr. Ploghoft, Mr. Ploghoft's son, members of committee?? **Fred, Pradnya (shellfish), Cindy, Dan, Karen D., Sarah, Karen F., Nissa (veggie)**
- d. **Nissa has inquired about allergies for Mr. Diguid.** I will let you know when I hear back from him.

**Dan 1:00**

3. Class Presentations – Check to see if any classes would like him to present to them about multiculturalism in education. **Nissa will contact Mr. Diuguid re: times of classes.**

**Cindy**

4. Diversity Hour Sign-in – We need someone to coordinate the sign-in process for that evening.
  - a. Talk with Dr. Pival to retrieve the clip boards for the evening.
  - b. Secure a few people to help that night with the sign-in process.
  - c. Have the clip boards, paper there that evening.
  - d. Take the papers the next day to the TESS office for filing.

**Karen payment**

5. Payment/Parking pass – We need someone to get a parking pass and the payment for Mr. Diguid.

**Cindy –pass (to**

**Dan to give Mr.**

**Mr. D.**

- a. Get a parking pass that day, and plan to meet Mr. Diguid at a location here on campus to give him the pass. **Nissa will email Mr. Diuguid re: meeting place/time**
- b. Talk to the Dean about the payment for Mr. Diguid. Have it processed. Retrieve it the day of the presentation. Give it to Mr. Diguid following dinner.

**Karen**

**Sarah will talk**

**With Fred re:**

**Intro of Mr. D.**

6. Introductions for the evening.
  - a. Talk with Dr. Pival about introducing the evening and her choice for introduction of Mr. Ploghoft.
  - b. Contact Fred to see if he would like to introduce the speaker.

#### B. Two weeks before:

**Pradyna to**

**email us**

**to get fliers**

1. All committee members get posters from the advertising person to hang on campus and around town.
2. Nissa will be in Argentina until September 30<sup>th</sup>.

#### C. Event Day

**Dan**

1. Meeting Mr. Diguid

**Dan**

2. Class Presentations

**All?**

3. Dinner

**All**

4. Presentation

**Nissa**

- D. After he has presented 1. Thank you email- Nissa will take care of this.