Present:
- Tony Atkins, President
- Shawn Boles
- Jean Brickey, Vice President/President Elect
- Lucy Cox
- Susan Sowers, Secretary
- Clara Stanley

Absent:
- Milko Maykowskyj, Staff Senator
- Robert Sebek

Minutes:
The meeting was called to order at 3:00 p.m. on Wednesday, September 1, 1999.

New Business
Tony outlined a need to update the LSA Web page. Our bylaws are seriously out-of-date and Tony has been meeting with Dean Hitchingham about this. Some changes that need to be made include:

- Department names have changed.
- Possibly make a change in representation but the current division is not in a logical manner. To become a little more flexible, make changes to a more general wording.

Possible changes to be voted on at the next meeting:
- Instead of choosing representatives by departments, choose to represent a particular area.
- "LSA representative chosen according to interest, availability, and ability to represent. New representatives must be approved by a majority of the standing members."
- Strike the "Executive" from LSA Executive Board.
- "At least one meeting per month will be open to the staff."

Tony will retype the bylaws with the proposed changes and circulate them before the Board before they will be voted upon.

Amendments to the Travel Guidelines were also discussed.

- It was felt the dollar amount mentioned in the guidelines be raised from $250 to $500 wherever mentioned.
• Registration fees, accommodations, and meals may be funded at 100%. Expenses in excess of $500 may be approved at the discretion of the LSA Board.
• The LSA President does not vote on travel requests unless in the event of a tie.

Tony will discuss travel form requirements with Jackie Linkous.

Funding Requests

Annette Burr submitted a funding request on behalf of Pam Dalton to attend a Certified Professional Secretary Study Course Program. The program is for three classes and the exam over the course of one year. The cost of $715 was approved.

Next Meeting

LSA will meet again on Wednesday, September 15, 1999 at 3:00 p.m. in the Boardroom.

Respectfully submitted,
Susan Sowers
Secretary

Addendum to the Minutes

On September 7, 1999, Pam Dalton contacted LSA President Tony Atkins to withdraw her funding request. She stated that she was able to secure funds from others sources.