HALL OF FAME MEETING AGENDA
Tuesday, February 11, 2020
S-11
8:10 am – 9:00 am

1. Review Spring HOF Timeline and Constitution & Bylaws

January/February

➢ Send email via TC News to remind campus nominations are due March 15th

March

➢ Nominations due March 15th
➢ Confirm date and location of awards ceremony

April/May

➢ Review nominations
➢ Assign members to provide a short presentation on each nominee
➢ Committee to vote via survey monkey ballot and select inductees by May 1st
➢ Prepare Board Memo as informational item for the Board

May/June

➢ After Board has reviewed, prepare letter to inductees congratulating them and letting them know a formal invite will soon follow; prepare letters to nominators of those that were not selected thanking them for their support and reminding them nominees not selected will be on the nomination list for the following year up to a maximum of five years.
➢ Send correspondence to nominators of those nominees on 5 year list making them aware they are reaching maximum year. Nominators can then re-nominate if they choose.
➢ Update HOF forms (for the next year) and induction ceremony info (for current year) on website
➢ Update HOF website with current bio info and profile photos of inductees
➢ Invite Foundation to host inductee luncheon/celebration the day/night prior to awards banquet

2. Class of 2020 Nomination Deadline: March 15, 2020

3. Date for 2020 Hall of Fame Event

4. Other

5. Spring 2020 Meeting Schedule-2nd Tuesday/month, 8:10-9:00am
   a. Feb 11th
   b. Mar 10th
   c. April 14th
   d. May 12th