
**Standing Committee
NORTH CAROLINA STATE UNIVERSITY**

University Standing Committee on Speakers and Lectures

3:00 p.m. – 3:45 p.m. October 11, 2019
Conference Call/Google Meets

Committee members present (check applicable):

| | | | |
|----------------|---|-------------------|---|
| Marian Fragola | X | Kristin Koch | X |
| Troy Pinkins | X | Lossie Rooney | |
| James Brunet | X | Karessa Lattimore | X |
| Kevin Potter | X | Katharine Stewart | X |
| Todd See | | | |
| Sheri Schwab | | | |
| Kari Lewis | | | |

The meeting was called to order.

Introductions - Committee members introduced themselves and their roles within the University. Marian shared some background on the history of this committee, formerly Harrelson Fund Committee, and the purpose of the committee.

1. **Speaker David Wallace Wells will be here October 15, 2019 3:30 in Witherspoon**
 - a) **Event is sold out (450 capacity), 20-50% no-show rate for free events, but also several walk-ins**
 - b) **Marian will get David Wallace-Wells from hotel and bring him to the venue, scholars have been told to be there at 3:00. Marian would like someone to be the point person at the venue (Witherspoon), Troy volunteered**
 - c) **Can someone volunteer to stand at door and check tickets either on attendees phone or paper tickets-Katharine, Kristin**
 - d) **Kristin created form with 5 questions, can hand out on paper or electronically as Kristin will create go-link**
 1. **Affiliation**
 2. **Speaker choice**
 3. **Take-a-way**
 4. **Suggestions for future**
 - e) **Event is structured for one hour, speaker will have Powerpoint, Marian will introduce speaker, after conversations there will be Q & A, end at 4:30 for book signing until 5:30 p.m., then dinner at So-Co, and Marian will take him back to hotel. Marian can run mike for Q & A and Kevin will assist.**

- f) Marielle Pohan in Provost Office has been receiving questions about taping, based on Marian's experience and past data the recordings don't look very good and view rate is very, very, low. DELTA asked to tape talk to use in future class, no response from David Wallace-Wells team yet (Lavin group). If we receive permission, DELTA will take care of everything involved with taping. Marian would like to discuss taping further at next debriefing meeting as to whether or not this option should be included in future contracts for speakers.
- g) Marian just received email from climate change lobbying group, asking if a few volunteers can attend talk to do outreach. Katharine said Kevin Howell must give green light to this request, and she suggested we just say "I'm sorry, we don't allow this at these events." Marian will decline lobbying group's offer to volunteer and promote climate change.
- h) Next meeting may be conference call to debrief and plan for spring.

Advertising suggestions include

- Connect with University Communications to advertise in the Bulletin and inquire if someone may want to interview Mr. Wallace-Wells
- Create and distribute flyers
- Send announcement to listserves, message boards, etc

2. Next Steps/Action Items

- Make announcement at Deans Council (Katharine)
- Introduce speaker (Katharine)
- Reach out to University Communications to advertise, interview speaker, etc-Kevin
- Create survey to evaluate the experience (2 or 3 questions) Kristin
- Determine which classes may be able to attend for credit (400) seating capacity-Troy
- Find out if there is a list of all undergraduate coordinators (Katharine)
- Reserve seats for honor students - Marian
- Advertise "limited number of seats" in case we max capacity

We still need help with

- Passing out surveys
- An escort to take Mr. Wallace-Wells around campus on day of
- Create "day of" schedule and determine will there be a lunch with Mr. Wallace-Wells

Schedule the next meeting end of October, maybe on a Wednesday afternoon 2:30 or 3:00 p.m. to assess the event. Monica will send a doodle poll.

Meeting adjourned at 11:37 a.m.