

1 Meeting Logistics

Item	Description
Date	1/07/2005
Time	9:00am
Location	Library Marine Room

2 Attendees

Role	Name
Facilitator	Arlene MacPherson, Project Manager
Other Participants	Deborah Faust, Jay Schupp, David Eitland, Sue Camp, Nancy Neve, George Rye, Mari Garchow, Joe Herbig, Beverly White, Kari Jastorff
Not in Attendance	Holly Johnson, Jenny Peterman

3 Pre-Work

- none

4 Agenda & Minutes

Topic	Time	Owner	Minutes
Data Standards Policy		Dave	<p>The team continued their review of the Data Standards Policy created by the Data Standards Team.</p> <p>There was a lot of discussion on address types. The team members reported that they currently use the following:</p> <ul style="list-style-type: none"> • HRS: Primary (Home), Employee Check, W2 • FIN AID: Permanent, Local • ADM: Permanent, Local, Parent, Current • ALUM/FND: Mailing/Primary, Employer, Matching Gifts Contact, Seasonal, Second Seasonal • FIN: P.O, A.P. • REG: Permanent, Local, Billing, Grades, Diploma, Next of Kin,

			Emergency, SEVIS US address, SEVIS Dependent, SEVIS Foreign Address
Canadian Postal Regulations		Arlene	<p>Jenny asked Arlene to share the new Canadian Postal Regulations with the Project Team. The regulations effect us in three ways:</p> <ol style="list-style-type: none"> 1. We must have a complete return address on all out-going mail. The address needs to include USA. 2. We must use a person's full first name and last name when mailing into Canada. Just using someone's last name or using initials for their first name will not be accepted. 3. The mailing address must be in all capital letters. <p>The team asked that Jenny look into this further to determine how serious the Canadian Post is about the new regulations. Our return address does not currently list USA, we currently use upper & lower case in our mailing addresses, and we write to students using their initials if that is all we have on record.</p> <p>Alumni & Admissions both indicated that they have a large mailing about to go out to Canada; these mailings do not follow the new regulations.</p>