In Attendance:

1) Jean Hall (FL) Commissioner, Committee Chair
2) Beth Meng (LA) Commissioner
3) Sherry Jones (MD) Commissioner
4) Dawne Gannon (SC) Commissioner
5) Sherry Bolden-Rivers (TN) Commissioner
6) Margaret Carpenter (WI) Commissioner
7) Susan Burns (DE) Commissioner
8) Gloria Soja (MT) Designee
9) Shelly Hagan (WI) Proxy
10) Kaki Sanford (AL) Proxy
11) Donna Bonner (TX) Commissioner, Commission Chair

Absent:
1) Pat Pendergast (AL) Designee

Roll Call – Crady deGolian, CSG

- Crady deGolian called the roll. Eight Committee members were present, ensuring there was a quorum.
- Chair Hall next noted that she would like to use Go To Meeting for this call. There are several documents that she would like the entire Committee to be able to view while they are being discussed. Jean thought Go To Meeting would permit this.
  - Crady deGolian circulated a Web link and new dial-in number to the Committee. The call was deferred five minutes so the Committee members could dial-in to the new number.
- After everybody had rejoined the call using Go To Meeting, Crady called the roll again to ensure a quorum was still present. Eight of the Committee members signed back in, ensuring a quorum.

Approval of Agenda – Jean Hall, Committee Chair

- Chair Hall asked if there was a motion to approve the agenda.
  - Margaret Carpenter made the motion and Gloria Soja seconded.
  - The motion to approve the agenda carried.

Approval of Minutes – Jean Hall, Committee Chair

- Chair Hall next asked for a motion to approve the minutes from the 4/2/09 call.
  - Sherry Bolden-Rivers made the motion and Margaret Carpenter seconded it.
  - The motion to approve the minutes from the 4/2/09 call carried and the minutes will be updated on the Web site.
Sub-Committee Reports

Training – Seal, Motto, Colors

• Chair Hall asked the Committee to discuss and vote on the two proposed mottos and logos she circulated in advance of the call.
  o The Committee was in favor of voting on the two proposals from Jean.
    ▪ Chair Hall asked Donna Bonner the best way to conduct the vote.
      • Donna informed the Committee that this needed to be done in two steps. First, the group needed a motion to consider the two proposals discussed above. At that point, Crady deGolian could ask for a roll call vote to determine which of the choices the Committee would like to submit to the Executive Committee for final approval.
      ▪ Margaret Carpenter made the motion to consider the two mottos and logo choices Chair Hall provided. Sherry Jones seconded, and the motion carried.
      ▪ Crady deGolian called the vote individually using the Committee roster.
        • Each submission received four votes.
  o At that point, Chair Hall asked if there was any additional discussion about the two submissions.
    ▪ Dawne Gannon asked if anybody had printed the two proposed banners. She was worried that the blue on the first choice would not print well on a black and white printer. Donna stated that she had, and they both printed fine.
    ▪ Donna Bonner added that the second choice had an additional color in the design, which would increase printing costs on items such as bags and tee-shirts.
  o Hearing no additional discussion, Chair Hall asked that the Committee vote on the issue once more.
    ▪ Sherry Bolden-Rivers motioned to call another vote and Sherry Jones seconded.
    ▪ Crady deGolian again called the vote on an individual basis.
      • Once again the vote was split four to four.
  o Because the vote was tied, Chair Hall recommended the Committee pass both options along to the Executive Committee and let them make the final decision.
    ▪ Dawne Gannon made the motion to pass both submissions to the Executive Committee, and Sherry Jones seconded.
    ▪ Motion carried and will be taken up by the Executive Committee during their next call.

Training – Internal

• Gloria Soja next presented two training options to the group.
  o The first option was a standard Power Point that also utilized Adobe Captivate to allow an online test to be included in the presentation.
    ▪ The software allows a trainee to go through the training curriculum, complete the test online, and have the result sent via e-mail to a designated person.
Gloria noted that the license for Adobe Captivate runs about $800.00 and could be purchased and downloaded onto a designated person’s computer. That person would be responsible for monitoring and maintaining training results.

- The other option that Gloria brought to the group’s attention was “Learning Zen.” The advantage to this software is that multiple people are allowed to modify training tools and view results. As a result, monitoring responsibilities could be shared by several people.
- The downside according to Gloria was the cost of the software. Gloria estimated it at about $5000.00.

Chair Hall thought the online option that relied on Adobe Captivate was an excellent suggestion.
- Gloria agreed and thought this was the Committee’s best option. She saw no downside to this option except for the licensing fee for the software.

Shelly Hagan from WI asked how this would be maintained.
- Gloria thought that it would probably be a volunteer effort in the beginning. Eventually though, she anticipated full time staff being responsible once the National Office was up and running.

Margaret Carpenter noted that for $800.00 the Committee could consider purchasing multiple licenses. That way, multiple people could be responsible for organizing and maintaining training tools.
- She added that even if the Committee did purchase more than one license it would be much cheaper than using “Learning Zen.”

Donna asked what online software ICAOS uses.
- Crady deGolian agreed to double check on that and let the Committee know.

Susan Burns raised the issue of compatibility in member states. She felt it was appropriate to select something that all the member states could easily use.
- Gloria let the group know that Captivate simply generates a Web tool that anybody with the internet can access.
- Susan also suggested including a standard Power Point version for anybody that has trouble using the software.
- The Committee thought this was an excellent idea. Gloria stated that the original document would be in Power Point before being converted to Adobe Captivate.

Gloria finished her presentation by asking if the Committee would like training to be state specific or if it would be better to develop a more generic tool.
- Gloria saw a lot of benefit in developing state specific training tools. This however would require a lot of research upfront and consistent maintenance efforts. State-by-state training may not be practical.

Donna asked if a draft was ready for review by the Committee.
- Gloria acknowledged that a draft is not ready yet, but should be soon. She will pass it along to the Committee once it is finalized.

---

Education – External

- Dawne Gannon next gave the Education Sub-committee’s presentation to the group.
Dawne borrowed this presentation from Robyn Peterson in Ohio. Robyn had used it to train field staff in Ohio.

Dawne noted that the presentation will have to be modified to include information about the new compact, but she thought it provided the Committee a great starting point.

Chair Hall asked Dawne if she could present a final product to the Committee on the next call.

Dawne agreed to this.

Susan Burns suggested including the seal and new banner once it is finalized for branding purposes.

Dawne thought this was a great idea and asked if Susan would be willing to help develop the final product. Susan agreed.

Margaret Carpenter also let Dawne know that Shelly Hagan would be available to help.

Susan and Shelly agreed to work together to develop the template and then send it to Dawne for assistance with the language.

Dawne did suggest that the working group utilize AJCA’s existing presentation. She noted there was a lot of good material there that could be beneficial.

Public Relations – Display Booth and Materials

Beth Meng gave the report for the Public Relations Sub-Committee.

She noted that Jean provided more specific details about the Sub-Committee’s responsibilities.

Beth also notified the group that Sherry Jones has agreed to chair the Sub-Committee.

Beth and Sherry are hoping to present some display board options to the group during the next call.

Though Beth was unsure at this point what the Sub-Committee may consider purchasing, she thought it was important to buy something that was easy to assemble and to carry.

Beth did ask Donna Bonner and Jean Hall if any kind of display board budget had been developed.

Chair Hall noted that there is not one yet. She added that the Finance Committee would be requesting budget needs from the committees in the near future. Once Jean learns more, she agreed to let the full Committee know.

Old Business – Jean Hall, Committee Chair

Chair Hall asked the Committee members if they had any old business they would like to discuss. Hearing none, she moved onto new business.

New Business – Jean Hall, Committee Chair

Chair Hall reiterated that she will provide the Committee with updates about funding requests for display boards and other needs once the Finance Committee provides more information.
Jean next asked each Sub-Committee to appoint a chair.
- Jean Hall agreed to chair the Training – Seal, Motto, and Colors Sub-Committee. (Members: Sherry Bolden-Rivers, Pat Pendergast)
- Gloria Soja agreed to chair the Training – Internal Sub-Committee. (Members: Pat Pendergast)
- Dawne Gannon agreed to chair the Education – External Sub-Committee. (Members: Susan Burns and/or Michele Holden, Margaret Carpenter and/or Shelley Hagan and Andrea Augle.
- Sherry Jones agreed to chair the Public Relations – Display Boards and Materials Sub-Committee. (Members: Beth Meng)

Sherry Bolden-Rivers asked that the Committee discuss State Council development on the next call.
- She is in the process of trying to develop Tennessee’s and wanted to see what problems other states are encountering and how they are solving those problems.
- Donna Bonner suggested Sherry contact Judy Miller, who is the Southern Regional Representative.
  - One of the regional reps. primary responsibilities is assisting member states with state council development.
- Donna also suggested Sherry might want to contact Alicia Ehlers in Idaho.
  - Donna noted that Idaho has had their State Council running for nearly two years. Because of that, she thought Alicia would be an excellent resource.

Chair Bonner did ask the Committee to share the “committee chart” Jean put together.
- Donna thought this was an excellent resource that would be helpful to other committees.
- The group had no objection to this.
  - Dawne Gannon motioned to share the “committee chart” and Margaret Carpenter seconded.
  - Motion carried.

Crady deGolian notified the group that the next call is scheduled for 6/4/09 at 3:00 PM.
- Crady is going to be on vacation that week, but Amy Vandervort-Clark from CSG has agreed to assist with the call.

Hearing no other old or new business, Chair Hall adjourned the call.