

Utah Training Consortium Executive Meeting

February 22, 2007, 130 PM, Dept Alcohol and Beverage Control
Meeting Minutes

Present: Jeff Rose, Amy Schouten, DiAnn Andreason

Next meeting: March 16, 2007, 12:30 PM – 1:30 PM, Human Service Building

I. Minutes Announcements

- i) Previous minutes were approved with the change of correcting a mistake on Nancy Sanders name listed in the body of the minutes.
- ii) Discussion was held on the bylaws and the need to update them a revision was handed out and discussed. There are several changes being made and the final rough draft will be given to the Exec Committee for approval. The purpose of strengthening the bylaws and representation is to improve the Utah Training Consortiums credibility when dealing with Directors and Deputy Directors as well as increasing membership.
 - (1) DiAnn will be working on last year's history and this year's history. Jeff Rose will be working with Terry Twitchell on previous year's history for a web page. Showing a history will also help in discussing what the consortium has accomplished.
- iii) The Executive Board is being reconfigured to make the terms and positions simpler and to allow for more attendance from the board itself. Their needs to be at least four members for a quorum and without it business needs cannot be approved and worked on.
- iv) Due to scheduling problems, the South Towne Center cannot be used for this year's annual conference. Several other locations were named; Jeff Rose will be contacting the other locations. These include the Salt Palace and the Larry H. Miller Salt Lake Community College Campus.
- v) No one has contacted Palmer DePaulis to be a guest speaker. There was some confusion as to who was to do that, the members present felt that Jamie Nagle would be the best to approach him on the topic. She will be contacted and asked to follow through on it.
- vi) Participation has diminished both on the Exec Board and in the regular training consortium. A letter will be sent to the Department Heads again reminding them of the service and letting them know again about the conference planned in September.
 - (1) Other areas of the state need to be addressed as far as getting members. Jeff Rose will contact the courts and Tax Commission in order to get more people. The Exec. Board should also contact other agencies and department and be a spokes person for the group.
 - (2) Emails will be going out asking Exec. Board participation on the planning of the conference and commitment to sitting on the board.

- vii) Amy Schouten will talk to a time management person, and Jeff Rose will contact Franklin Covey to see if we can find an instructor for the time management course at the conference.
- viii) Amy is also going to work with Jamie on the technology courses that can be offered in the off training consortium months.
- ix) Amy will be setting up the Toastmaster speaker for the conference.
- x) The suggestion was made to talk to Ron Vandermede who runs the CPM courses for the state about the team-building course. Jeff Rose will take that assignment.
- xi) Conference course were solidified and the Ethics in Training was tabled for a course on Group Energizing a way to energize the group but also the instructor. Amy will contact ASTD for possible instructors.
- xii) Martin Roundy will be contacted about teaching an Intermediate Train the Trainer course.

II. Future Discussion

- i) Final vote on bylaws
- ii) Conference locations and instructor update.
- iii) Complete filling the vacancies of the executive committee.
- iv) Verifying Liz and Terry for training the May 18th course on Train the Trainer

III. Pending Assignments

- v) Jeff Rose;
 - (1) Contact the Salt Palace and LHM South Campus.
 - (2) Contact Franklin Covey on training and conference setup.
 - (3) Contact the courts and Tax Commission on possible trainers attending.
 - (4) Develop and send a letter to Directors discussing the consortium and conference.
 - (5) Send email to members and Exec Committee on working on the conference.
 - (6) Contact Jamie on talking to Palmer DePaulis as a keynote speaker.
 - (7) Contact Ron Vandermede on Team-Building course.
- vi) Amy;
 - (1) Contact Garth on the time management course.

- (2) Work with Jamie on the technology aspect of training and getting courses for the members.
- (3) Contact the Toastmaster and get a trainer for the conference.
- (4) Contact ASTD for an instructor on group energizing.