

UTC Meeting Minutes  
January 13, 2009

Attending: Terry Twitchell, Amy Schouten, Jennifer Larson, Quinten KlingonSmith, Monica Colby, Bart Wiest, Nancy Sanders Excused-Mary Catherine Jones

**Action items:**

- Trainer of the Year:
  - Action item: Terry will ensure judges have the information on each nominee
- Logo Contest
  - Action item: Executive committee: Please encourage people to submit entries
- Gift for Lori
  - Amy will purchase the gift
- Tax Exempt status
  - Nancy will change the by-laws to include signatures. It can be signed at our meeting in February.
- Day Camp:
  - Jennifer volunteered to contact the Zermont and Homestead
  - Terri will contact Park City locations
  - Nancy will contact some Salt Lake locations. If anyone has ideas of places in Salt Lake, Provo, or Ogden, give the place to Nancy and she will call them.
  - Executive committee should think about ideas for the participant packets
- Letter to directors
  - Jennifer will complete the letter and send it to Terry
  - Terry will forward the completed letter to Mike Tribe

**1. Trainer of the Year**

Three 3 judges to decide – Liz Sollis, Lori Giovannoni, Leslee Hintze. They are former UTC presidents.

Action item: Terry will ensure judges have the information on each nominee

**2. Logo Contest**

Only 2 people have submitted entries, so deadline is extended to January 29. Anyone can submit an entry (the person does not have to be a UTC member).

Action item: Executive committee: Please encourage people to submit entries.

**3. Gift for Lori**

Amy has an idea for a gift for Lori as a thank you for serving as past president. It will be presented at the February meeting. (I won't say what it is so that it will be a surprise for Lori...)

Action items: Amy will purchase the gift

**4. Tax Exemption Status**

Nancy is still working on this, with help from Amy. We are exempt as an "employee group." For documentation, we will need to submit our by-laws with signatures and a financial

statement. Since 2009 is the first year as an organization, we will only need to submit a statement for this year.

Action item: Nancy will change the by-laws to include signatures. It can be signed at our meeting in February.

## **5. Credit Cards**

We have two credit cards available for expense. See Terri or Amy for the card.

## **6. Day Camp September 17, 2009**

A location is needed. There was a discussion on where it should be. Park City is a nice location (agreed by all), as it is a "get away," but may be expensive due to travel and accommodations cost.

Budget is an issue, especially this year as agencies may not have funds to pay for their employees to attend. Example: DWS (as an agency) will not pay for employees to attend training. However, each region within DWS has a budget for training, and on a regional level, the region may be willing to cover the cost for an employee to attend.

Ideas for lowering the cost include offering a "scholarship" to attend, charging less for helping with UTC events, guaranteeing a location for the Day Camp for several years to obtain a reduced rate, lowering the cost so no "profit" is gained for UTC. The "profit" is used to fund expenses incurred throughout the year, i.e. continental breakfast, prizes, etc.

Location requirements:

Main room, plus 3 breakout rooms (one of the breakout rooms can be the main room as long as a another room can be set up for lunch)

Continental breakfast

Lunch

Accommodate 75 attendees

It was suggested that we have more vendors at the Day Camp. For the last Day Camp, Diann tired to get more vendors, but she couldn't get other vendors to commit; Monica had the same problem the year before. It was suggested that instead of having vendors attend the Day Camp, they could provide tchotchkes that could be included in the participant packets.

Packets: We all need to think about things to put in the packets. Ideas suggested so far include a list of books and videos useful for trainers, list of resources (books and videos available from UTC. DiAnn is currently compiling and rating the UTC resources.

Action item:

- Jennifer volunteered to contact the Zermont and Homestead
- Terri will contact Park City locations
- Nancy will contact some Salt Lake locations. If anyone has ideas of places in Salt Lake, Provo, or Ogden, give the place to Nancy and she will call them.
- 
- Executive committee should think about ideas for the participant packets

Keynote speaker is needed for the Day Camp

## **7. Letter to Directors**

Jennifer is drafting a letter to directors to encourage trainers to participate in UTC events. It will be sent using DHRM letterhead.

Action item:

- Jennifer will complete the letter and send it to Terry
- Terry will forward the completed letter to Mike Tribe

## **8. Future UTC events**

April 23, 2009:

Bart has contacted Jenny Briggs with the the Office Of Continuing Education, MECCA program. This program is associated with Utah Valley University. The MECCA program provides courses teachers can take and receive credit for these classes. Subjects included bias, communication.

They will tailor a 2-hour course for state trainers. Jenny will send a list of ideas to Bart. She will not charge us for the class, but would like an honorarium for travel expenses

June 18, 2009:

Lori is in charge of this session

August 20, 2009:

Julia is in charge of this session

November 19:

Monica has arranged for Rebecca Fromberg to be the speaker. The subject will be stress management and guided visualizations.

## **9. Other:**

There is a conflict with UTC events and DWS scheduled meeting for policy updates. DWS will not change their meeting date or time. Hopefully DWS trainers will be able to rotate who attends UTC functions and share the information with their counterparts.