

## Executive Committee Meeting

Called to order at 7:42 am, 3/11/03.

Present: Art Crawley, Karen Adsit, Martha Wicker, Alisa Kirk

Martha will update sharing conference planning notebook and send to UCF/Alison. Include workshops to go in future: Ask all participants to bring 10 copies and bring a disc with the info to allow everybody to get everything.

Maybe try to post presentations online; produce CD w/letter to go out to all members after the meeting. Martha will follow up to all presenters to post presentations (or links) on web sites.

Web site: will be moving to a new server; the URL should stay the same. We need to keep email addresses and send that list out.

Keep plenary sessions/no concurrent based on attendance. If meeting gets over 50-75 attendees, maybe split into two groups, but one group seemed to work this year. Martha's questions: How do you know before hand to plan?

Clayton State will be included in conference calls and executive committee "virtual" meetings during the year.

Draft minutes from business meeting were distributed for review.

Today's schedule: Art had talked with Kate and Lynn about the focus groups today. We should be set to go with facilitators for today.

Discussion held about next year's meeting. Martha will send Alison the conference sharing notebook from Karen Adsit and Kate Brinko after adding her information, notes, and comments.

Alisa will send electronic format of information sheets to Karen to begin compilation of a new "yellow" book for the 25th anniversary of the organization.

Sharing session: Participants will report on one thing NEW they are doing. New folks will give overview of program.

University of Delaware only one that paid that did not attend. We need to make sure they are included in an email that goes out about presentation material online.

North Ga paid and West Indies paid.

Meeting adjourned 8:10 am.