

Best Practices Subcommittee Meeting Minutes
November 17, 2021 @ 1pm
Zoom conference meeting

Attendance: SusanMary Redinger, Sharlene Cronin

The meeting was called to order at 1:21pm.

SusanMary shared drafts that had been started during the prior school year and discussed the overall vision of the New Member Handbook and Library. The subcommittee discussed pulling together additional content for the drafts.

The subcommittee then created a forward calendar of meetings and discussed agenda topics for the first couple meetings:

Nov 17

- Review existing materials, discuss additional content to bring in
- Brainstorm other ideas, e.g. org structure to SC Drive

Dec 14 @ 9am

- Definitions of liaison, subcommittee, advisory

Jan 11th @9am

- Review New Member Handbook changes
- Review the google drive structure
- Discuss presentation strategy for Full Committee
- Other Business
- Approve minutes

Feb 8th @ 9am

Marc 8 @ 9am

Mar 22 @ 9am

- Final review of Handbook draft for Full Committee (goal to present to Full Committee on March 28th)

Apr 5

May 3

May 23

- Draft present to SC (new materials and timeline to implement)

Jun 7

Jun 27

- Final present to SC (new materials and timeline to implement) - VOTE

With no objection SusanMary Redinger adjourned the meeting at 1:34pm.