

Best Practices Subcommittee Meeting Minutes
February 10, 2022 @ 10:00am
Zoom conference meeting

Attendance: SusanMary Redinger, Sharlene Cronin

The meeting was called to order at 10:04am.

The subcommittee reviewed the latest changes to the draft New Member Handbook and discussed the remaining sections to be added. There was agreement to aim for a mostly completed draft in time for the next meeting on March 3rd.

The subcommittee also discussed other topics to tackle once the Handbook is complete; including website review, version control and document storage, implementing feedback from our self-assessments, and documenting chair responsibilities.

Minutes for November 17, December 14, and January 13 were approved, as presented.

With no objection Sharlene adjourned the meeting at 10:53am.