

Best Practices Subcommittee Meeting Minutes
March 9, 2022 @ 9:00am
Zoom conference meeting

Attendance: SusanMary Redinger, Sharlene Cronin

The meeting was called to order at 8:57am.

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 16th.

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.

With no objection Sharlene adjourned the meeting at 9:51am.