



August 2019 AWSC Breakout Sessions

- Carol V. facilitated the DR breakout session. The DRs are meeting to decide how often and where they want to have their breakout sessions in the future.
- Officer and Coordinators: - Present: Ann J., Linda D., Donna D., Terri R., Renie M., Don B., Cheryl A., Debbie H., Iris R., Jim D., Cathy D., Susan B., Joanne F., Rhonda P.
- Two goals for Panel 59
 1. Written procedures for each position.
 - Ann passed around a sample format with specific duties, time frames, etc.
 - Ann asked each committee chair to email her the procedures that they currently use.
 2. A smooth transition from one panel to the next
 - Handing over the previous notes and procedures to the next Officers and Coordinator. Each position might have a template to pass on. Update the procedures throughout the year as needed.
 - The past Officers and Coordinators might attend the first AWSC of the next panel to assist the new Officers and Coordinators. Some Officers and Coordinators can pass their information on before the end of a panel, some cannot.
 - Should Midlake procedures be passed on also?
 - Hold Officer and Coordinator orientations.
- Many chairpersons and coordinators are needed in order to move forward with goals that have been suggested.
- Is everyone receiving the emails that are being sent out? How often are they checking email? Would a week be enough advance notice for taking a vote on an issue?
 - A two- or three-week advance notice of a vote was suggested.
 - People need to respond to emails so the sender knows if they were received.
 - Put “Feedback Needed By (date)” in the subject line.
- DR, Officer and Coordinator Reports for posting
 - Very few reports were received for this AWSC.
 - The deadline needs to be several weeks before each meeting so that the DRs have enough time to share the reports with the GRS.
 - Each DR, Officer and Coordinator should submit a report, using the template, even if there was no activity.
 - The Officer, Coordinator or DR can report orally at the meeting on any new information that was received after their report was posted.
- Late reports should be posted on the website for historical purposes.
- Hold an Officer and Coordinator breakout session at each AWSC.