NCEDC Conference Call, September 29, 2009

Mary Mercer – Chair
Amy Sharp – Vice-Chair
Rob Boy- Secretary

Melina Danko
Jamie Hayhurst-Marshall
Marilyn Hammond
Katie Arnold
Kathy Olson
Elizabeth Bishop
Debbie Reinhartsen
Cary Kruetzer
Sandra Horne

Dawn Rudolph - AUCD
Oksana Klimova- AUCD

Katie Keiling announced a change to her last name – to Katie Arnold – after getting married!

Mary opened the meeting with roll call, and a request for input on last quarter's meeting minutes. With no updates suggested, Mary requested the approval of May Steering Committee Meeting minutes.

- Motion to Approve: Katie Keiling
- Motion Seconded: Amy Sharp

Minutes were approved

Chair Report - AUCD Board Update

The Communication Committee is still working with the multicultural committee to increase the number of minority trainees into the organization. Oksana from AUCD provided website analytics to the board, and informed them that the employment piece of the website is the 3rd most popular for visitors to the AUCD website. The Board is considering that information, and trying to determine how AUCD might use that more effectively in a marketing strategy. Options Discussed:

- Cameo Clips from people from different disciplines
- More organized effort for stipends/scholarships
- Working with the multicultural council – can we determine who might be the best recipients of recruitment efforts? Suggestions potential recipients of marketing efforts to communities of color should be forwarded to Mary . She will relay to the Multicultural Council.

The Board is working with the CORE council to develop fact sheets about existing data sets that may serve the research efforts of network members. The Board met with the NASDDD to, looking to find way t of promoting the National Core Indicators.

Making recommendations on how we can better direct constituents to AUCD website

A brief survey will be sent to network members and directors on what online communication and collaboration tools are used by different members.

Example: Elizabeth might use *GoTo Meeting*, and can share how they chose to use the tool, and, what options are best.

Clarification:

Amy Sharp: What is the purpose of this tool?

Mary: So we can identify others who use similar programs, and share knowledge and best practices.

Elizabeth: What is the timeline for getting this tool completed?

Mary: A draft of the survey was created and there is a meeting of the Communication Committee next week to discuss further. Final discussion will take place at the November board meeting – won't happen before that.

Board is strengthening relationships with HRSA, and the Office of Minority Health

There has been a lot of talk about health care reform and how the board might assist with that effort.

Workgroup Reports

1. **Emergency Preparedness** – Tom Gannon

   a. Tom – (via Mary) A lot of interest was spurred when the minutes went out for review, several contacts made. Template was created to compare resources.

   b. Electronic collection of this was created, questionnaire has been developed and will be submitted to the network

2. **Violence Prevention** – Marilyn Hammond

   a. Most significant update: In collaboration with the University of Wyoming, Police Officers (50) from Salt Lake County/City attended a training on crime prevention on Elderly folks with disabilities. Resources were provided.

   b. Shared funding opportunities and resources.

3. **Self- Determination** -Katie Keiling

   a. Waiting to hear from Carl Caulkin (national gateway to self-determination) about resources they can help out with – group has also talked about info related to siblings. Sibling leadership network has a leadership meeting coincide with AUCD. Purpose to develop and finalize organizational structure of the organization – talk about what structure - core reps from specific states to participate in that. If you know of siblings (or supportive of network) please contact Katie. Cocktail reception on Sunday Nov. 8, anyone interested in what the organization is doing.

4. **Direct Support** – Amy Hewitt

   a. No report

Standing Committee Reports

1. ## Information Dissemination – Melina Danko
   a. Meeting via conference call (every other month) four so far, great products that leads to great discussions.
      i. January: Branding tools
      ii. March: Website Features (accessibility
      iii. July: Facilitating University/State understanding of UCEDs
      iv. Sept: Dissemination or Research
   b. Great overviews of the topics were presented, with a lot of good feedback and interest. This has been an active group.

   c. Seven new people have joined – 25 members now on listserv. Even if not everyone can participate, they are all connected

   d. Next meeting: During council meeting or after, planning for the next year of conf. calls.

2. ## Technical Assistance
   NCEDC is reaching out to help inform, and offer Technical Assistance to new members - Amy Sharp and Elizabeth Bishop
   a. Amy & Elizabeth identified several centers that needed updated information.
   b. Two rounds of emails to those centers without representation (or changed) were sent - no feedback or response from those centers.
   c. Amy & Elizabeth are at a loss for what the next steps should be. Next steps: phone calls?
   d. Amy added that non-duplicated names were verified.
   e. Maggie also sent an email that was also forwarded to the listserv.

   Related News: The NIRS directory is done, giving ready and easy access to update information – the online directory will be updated via the NIRS directory, so there is still a chance that others will speak up and add themselves.

   Clarification:

   Amy: Does this addition to the NIRS system, and the ability for users to add themselves to any group, mean that we don't have any regulation on who is or is not a member?

   If the change is automatically updated on website, inaccurate information could be posted.

Elizabeth: Each UCEDD is required to provide the designation of someone who will identify the folks who are supposed to be included to each workgroup. (Data Coordinators?)

Amy: If there isn't someone designated for each council – is there a notification system to be sure that all councils are represented by all UCEDDs?

Oksana: No notification, but easy to see why there are concerns? Each staff member has the ability to add themselves to the council membership.

Elizabeth: Maggie will provide training on this system – part of the training will include information on adding members as council representatives

Mary: Will one person be able to represent multiple councils?

Amy: Yes.

Oksana: Will clarify some of the points brought up, and get back to the council.

Mary: Requests for listserv? If they weren't on the list, Mary sent clarification to find out who the contacts should be. With the new system, Might not be a member of the council, yet getting the mailing lists.

> Feedback? Does anyone have suggestions about the managements of the list? Many centers don't participate regularly, but are officially members of the group.

Kathy: Good to have secondary people – additional involvement with all the councils. Multiple hats are sometimes difficult, but could be very valuable.

Elizabeth: Membership is most important when it comes to voting. Workgroup committees – marketing person we have to work with? IT person we need to work with? Within programs there is so much collaboration, Elizabeth thought it would make sense to allow many, even if not official attendee.

Mary: if our membership is anyone who is interested in dissemination/communication, there shouldn't be a reason to question memberships.

Learning Objects Repository (Mary)

https://sharepoint.aucd.org/lor/default.aspx

Thanks to Oksana for getting this is up and operational.
Please evaluate, and add if you see resources needed.
Did anyone have comments/questions/problems getting in?

Elizabeth: Seemed hard to navigate – where do all the pieces go?

Oksana: What part was difficult? The ability to find or post information?

Elizabeth: Find – and how actually where to post – both issues actually.

Mary: A few changes have been made, but will investigate further.

If you haven't logged in, please log in and review by the end of next week – would like to have it fully reviewed before the Nov. meeting.

Oksana: if you get confused – let me know why you are confused so we can fix it, make it useful

List Serve (Mary) http://www.aucd.org/template/page.cfm?id=97

If people ask to participate and be members of the listserv, we will add them.

Training Symposium

Amy and Mary have been participating in the planning group for the symposium. The focus this year is on transition. We would like to encourage everyone to attend.

> **Elizabeth**: Registration cost?

> **Mary**: $80

> **Elizabeth**: How many have registered?

> **(Anne:** 41 people have registered for the presentation so far.

This year, the symposium will be in an exciting format, beginning with Mitchell Levitt. He will discuss his personal experience about transition, including parents. Additional presentations by: Cicely Bets, Deborah Hartz, Erin Riley – employment transition.

> **Amy:** Additionally, we are trying to get self-advocates involved, they will be able to attend AUCD at a reduced cost ($40), however there is a limit to the number of stipends.

> **Mary:** Please register if you haven't already

Other business

Website

Rob has been added to the list of editors on the AUCD Content Management System. Oksana will set up a training date to train him.

> **Oksana**: Having a council member with access to the site allows the council to update their pages as necessary, makes it much easier and immediate.

Mary: The NCEDC Fact Sheet was out of date, so emailed changes out to the council for review. The updated Fact Sheet is online, but so is the old one - why would we need to leave an outdated version? Cleaner to remove all old versions?

Decision to post only current versions of documentation, no previous versions will be left online when they are updated.

Elizabeth has added language to the fact sheet – will send the information over.

SharePoint –

http://sharepoint.aucd.org/

SharePoint site is online for us to use – how might we best use it? Should we begin adding minutes to SharePoint as well? What else should we use it for?

Workgroups – action items? Steering committee to add anything?

Annual Meeting –

Agenda must be made available to the full council by October 9. Bylaws state that we send agendas 30 days prior to meetings?
Rob will send it out with the meeting minutes for review.

    a. Agenda for NCEDC meeting 8:00 -11:00 am on Monday, November 9 Meeting Room 10 & 11
    b. Time for steering committee meeting at annual meeting???
        Potential times we could meet
          i. 3:00; 4:30 or 7:30 Sunday – Will committee members be in DC in time for a meeting on Sunday?
          ii. 11:15 Monday (meet over lunch after our Council meeting)
          iii. 8:00 – 9:00 Tuesday meet for breakfast
          iv. 8:00-9:15 Wednesday – meet for breakfast
              Selected Tuesday from 8:00- 9:00 for meeting time.

    c. NCEDC concurrent session: " Using Technology to Address Community Education: AUCD National Community Education Directors Council (NCEDC) Building on Opportunities" (Cary Kreutzer) Tuesday, November 10, 2009, 1:15 - 2:30 pm

Cary: Need to finish getting in touch with people who will be gathering information for each team who is presenting – such a nice way to get "sound bites" about the innovative things people are doing

Announcements –

Anything exciting at your center that you would like to highlight to the Council?

Elizabeth: October 18, 19. End of Life issues in Memphis

Last words:
Register for the conference, symposium, be thinking about workgroup activities, areas of interest? Want to find others with similar interests?

Adjourn