



## *International Field Directors and Technologies Conference*

July 8, 2010 Organizers Conference Call Notes:

Participating in the call, Joyce (Sweeney), Betsy (Blunsdon), Wayne (Hatcher), Vince (Parker), and Rita (Koontz)

### AGENDA:

1. Volunteer to take meeting minutes
2. Volunteer to update cost sheet
3. Follow-up from Evaluation/Debrief phone call
4. Call for Volunteers
5. Advisory Committee
6. Tech Planning Session
7. Field Planning Session
8. OTHER:

### NOTES:

1. Rita and Betsy will share taking minutes and distributing to others.
2. Vince will update and manage the Excel cost-sheet.
3. Discussion took place about follow-up with presenters who presented at the most recent conference on a topic or project underway or in progress. It was recommended and agreed upon by the organizers that Rita (K) would send an e-mail to facilitators and cc participants to ask, (draft statement) "If you presented (at the 2010 IFD&TC) with incomplete or unfinished project(s) or activity(s) would you offer up any differences or outcomes that we could post on the website as an addendum to your presentation? If yes, please e-mail updates to [koontz@wsu.edu](mailto:koontz@wsu.edu). Thank you."
4. Response to "Call for Volunteers" was categorized in four (4) categories, By-laws, Site, Co-registrar and General Helpers who volunteered in response to our call and volunteers previously noted, but who did not sign up for the other categories. List of volunteers was reviewed, giving special attention to attendance, presentations and general involvement with IFD&TC. Based on this criterion it was recommended to ask Kelly Elver of Wisconsin to accept the role of co-site organizer and Lisa Klein of Wisconsin to accept the role of co-registrar. Discussion regarding By-laws committee, expanding the Advisory Team and seeking a leader for the Bylaws committee resulted in a hold on these decisions until data could be collected from the Organizing Team and follow-up work could be conducted.
5. In 2007, an Advisory Team was established to tackle long term, foundational or broad issues that may span a time frame of more than a year (guidelines attached). This team was established to allow the program and conference organizing team to maintain their major focus on the upcoming conference while still overseeing long-term and other issues. The Organizing Team asked Bob Lee of Berkley (field) and Tim Gable, RTI (tech) to serve on an Advisory Team. Both agreed. As of June 30, 2010 Bob Lee is no longer employed by an IFD&TC eligible organization. Although Bob is still eligible under the retiree rules to serve on the Advisory Team it seems prudent to expand the advisory team to three or four members for the time being. Either due to term rotation (Gable is serving a 5 year term and Lee a 5 year term) or change of employment there would be at least two or three members remaining on the team. Grant Benson, Michigan; Michael Gerling, USDA/NASS, Patty Maher, Michigan, Nathan Sikes, RTI and Cheryl Weise now of Michigan, but for many years Nebraska and Group Health were names brought forward for the Advisory Team. Discussion will continue via e-mail until a decision is reached.
6. Tech Advisory Team discussion delayed until Rita (Thissen) could be part of the discussion, but optimally they would plan to meet prior to the "Call for Conference Participation" which has been sent in late October.



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7. In 2009, to further ideas for program topics a telephone conference call/webinar was conducted as a think aloud facilitated by Grant Benson and Betsy Blunsdon, and participants Missy Koppelman, NORC; Yasamin Miller, Cornell; Cheryl Wiese, Group Health; John Stevenson, Wisconsin; Diane Burkom, Battelle; Julie Brown, RAND; and Rita Koontz, WSU. It was recommended we continue this activity, scheduled in early October, but with rotating participants, to further program development for the 2011 and future conferences.
8. Other: Joyce Sweeney will contact Bill Mockovak, BLS to ask if he would consider leading the By-laws group. If no, we agreed to ask Grant Benson to accept this lead role.

Call ended, next conference call is Thursday, July 22, 2010.