

**STATEWIDE TRAINING ADVISORY NETWORK OF DELAWARE  
GENERAL MEETING**

Meeting Minutes: Friday, January 9, 2009  
*Submitted by Lori Watts, Secretary*

PRESENT: Lew Brooks, Bill Tyson, Pat Burrell, Colette Haycraft, and Lori Watts  
ABSENT: Dorothy Urick, Harold Mack,

| TOPIC                      | DISCUSSION  | ACTION   |
|----------------------------|---|--|
| <b>Opening Ice Breaker</b> | Meeting called to order by the president. June Pennewill initiated the ice breaker. From Training Games Inc.  | Please contact June for the access to the games                            |
| <b>PROGRAM REPORTS:</b>    |   |  |
| <b>Treasurer</b>           | Bill Tyson indicated the regular account checking has \$90.46 and savings account has \$828.43. Bill redesigned the financial statement to make it easier to understand.  |  |
| <b>Membership</b>          | Lew Brooks discussed the benefits letter in Harold Mack's absence to solicit for new members. He also reviewed and discussed the application. Currently, we have #22 paid members.  |  |
| <b>Secretary</b>           | We have a new meeting minute's format. After every general meeting we will send out the minutes to the general members.   | Every member is encouraged to review for additions or corrections.         |
| <b>Programs</b>            | June Pennewill will defer the discussion about the conference until later. June talked to the group about soliciting for general meeting speakers. (Free of cost). June says she has looked at evaluation sheets for topic ideas. | STAND members are encouraged to bring names of potential speakers to June. |
| <b>Communications</b>      | Colette Haycraft is looking at disseminating information via electronic format. She is looking at what we can do to look at getting more members.   |  |
| <b>Member-At-Large</b>     | Dorothy Urick was absent. No report   |  |
| <b>Special Assignments</b> | Nothing to report.  |  |

| TOPIC                   | DISCUSSION  | ACTION   |
|-------------------------|---|--|
| <b>OLD BUSINESS:</b>    | Lew states that we are in the final revisions of the By-laws  | Expect the completion of the By-Laws by the next meeting.  |
| <b>RESOUCES SHARING</b> | <p>Lew introduced an idea in Tracey Connolly's absence. Tracey wants to do training bartering. She is offering computer classes and others (Emotional Intelligence). She offers her classes in exchange for other departments teaching at her agency.</p> <p>State Budget and Accounting will be presented the last two Tuesday's in March and April at the Paradee Building. This is the last time it is being offered.</p> <p>Someone mentioned that we can get DTI to do training on Synchronized Training and Video Conferencing. Discussed working with OMB regarding teleconferencing.</p> <p>Larry Trunfio talked about best practices from the NAGTAG and created a handout.</p> <p>There was a press release yesterday from U of D and Delaware State University regarding state employee night or games. They are going to give special ticket prices for state employees.</p> <p>Delaware Award for Excellence Nominations are due January 31<sup>st</sup>. Since it is a weekend it has been extended to February 2<sup>nd</sup>.</p> | <p>Lew would like to establish an informal bartering repository.</p> <p>Larry Trunfio will forward to Colette to include in the newsletter.</p> <p>Lisa Sipple has tickets</p> |



|                     |   |   |
|---------------------|---|---|
|                     | <p>7. Bob made a motion to establish a fundraising committee and look at the membership in the spring to determine the kind of conference we can provide.</p> <p>8. There was a motion that expenditures over a certain amount should be voted on by the membership. Lew says that everyone in STAND having a voice on spending is a bad idea. Can lead to problems.</p> <p>9. There was a motion to work on our vision statement.</p> <p>10. Lew proposed a motion that the Board create a budget at the beginning of the year and have the general meeting approve. STAND would get all members to approve at the general meeting or conference. Any monetary deviations from the budget would be subject to approval.</p> <p>11. A proposed topic of Knowledge Transfer was given for the next meeting.</p> <p>12. The March Conference has been postponed until later this year (September or October).</p> | <p>7. The fundraising motion was approved</p> <ul style="list-style-type: none"> <li>• Bob Challenger (DSCYF) and Lisa Sipple (OMB) volunteered to be on the Fundraising Committee.</li> </ul> <p>8. The approval on a limit on expenditures of funds was not passed.</p> <p>10. The motion to publish an annual budget was approved.</p> <ul style="list-style-type: none"> <li>• One will be presented at the next General Meeting and then at annual Conference on years thereafter.</li> </ul> <p>11. Cindy Fauerbach (OMB) volunteered the Barratt Bldg. Training Room. Barbara McCleary (OMB) volunteered to present topic on Knowledge Transfer.</p> |
| <b>NEXT MEETING</b> | <p>We are in the midst of planning a “non-conference” for half a day (morning) during that time on <b>March 13th</b>. We’ll get all the details and info out in the next month, but mark that day on your calendar and plan to be there. It won’t be our usual bi-monthly General Meeting.</p>  | <p>March 13, 2009.</p>  |