

Off-site GA Planning Team - Minutes – May 10, 2011

Present: Mark Steinwinter, Linda Laskowski, Lew Phinney, Don Plante, Lynda Shannon, Larry Stritof, Eva Marx

Absent: Randy Becker

Next meeting: Tuesday, May 24, Noon Eastern Time (no meeting May 17)

After opening words by Lew Phinney, the discussion turned to what needs to happen before the June 1 dry run and who will take responsibility for tasks:

1. Don will create a delegate database spreadsheet. Needs to be secure because it will contain credentialing information. Lew will take responsibility for creating voting credentials for all delegates, i.e., obtain PINs from Maestro conference system and enter PINs and e-mails into database and poll website. Mark will work with Lew on registering and determine how to avoid automatic response being a problem when delegates register.
2. Linda will convert agenda items into Word documents and build a PowerPoint slide deck containing each agenda item.
3. Linda will create an Excel spreadsheet with information about each agenda item
4. 54 people have applied; 9 have registered. Linda and Eva will make follow-up phone calls to applicants who have not registered
5. Linda will follow up with Randy about creating push-pin maps

Meeting at GA. Linda will try to identify a time for the team to meet at GA; consider inviting onsite volunteers.

Volunteers. Volunteers need to be identified and trained by the end of next week. Candidates: Voting Manager (needs to be highly skilled)—Christopher Wulf
Need two telephone tellers. Lead teller—Greg Boyd. Needs quiet place to receive calls if onsite. Lynda will explore whether GAPC suite would be available. Suggest shutting off procedural mike option when Greg is unavailable. Possible queue manager—Debra Boyd. Linda has three more names suggested by Board of Trustees. Need a back-up person who can fill in for other volunteers, if necessary. Mark will also be available. Existing volunteers can handle mini-assemblies..

Agenda items for May 24 call:

- Volunteer status
- Experience technology
- Congregational map

No Persony chat log.