

**Resolutions Committee**

February 28, 2018

9:30 am – 10:30 am

ConferZoom

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/617357727>

Or Telephone:

+1 408 638 0968 (US Toll)

+1 646 876 9923 (US Toll)

+1 669 900 6833 (US Toll)

Meeting ID: 617 357 727

MINUTES

**Members Present**: **Ginni May** (Chair), **Carrie Roberson** (Executive Committee), **Geoffrey Dyer** (Area A), **Leigh Anne Shaw** (Area B), **Michael Dighera** (Area C), **Donna Greene** (Area D)

**Members Absent**: Rebecca Eikey (2nd to Chair)

**Guests**:

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1. Select note taker – Carrie Roberson
2. Approval of Agenda – 9:30am (consensus)
3. Approval of minutes – approved/ done via email
4. Spring 2018 Plenary Session, April 12-14, 2018, San Mateo Marriott
	1. Resolutions schedule
* Slide 4 in Resolutions Ppt.
* New session (Resolutions Assistance)
* New Resolutions due TH @ 4:00pm
* Mandatory meeting TH @ 5:00
* Amendments/Urgent F @ 2:30pm
* Mandatory meeting F @ 5:00pm
* Electronic submission of Resolutions not discouraged, but if submitted after Area meetings still must fill out form for delegate signatures
	1. Committee member responsibilities
* TH: @ 4:00pm Resolutions Committee to office (Resolutions Assistance)
* TH: @ 5:00pm Mandatory session for authors
* TH: @ 6:00pm Resolutions Committee meeting- resolutions work
* Internet access
* Google docs for consideration - then copy/paste for format
* F: @ 2:30 Amendments/Urgent Resolutions DUE
	+ Not in a breakout? @ 3:30 Resolutions office hour
* F: 5:00pm Mandatory meeting
* F: 6:30pm President’s Reception
* F: 6:30pm – 7:30pm Committee member break sometime during this hour
* F: 7:30pm Resolutions Committee finish Resolutions Packet
* F: Spring Fling dance!
* Sat: VOTING DAY!
* Timers: Leigh Anne/Donna
* Process/Ordering of Resolutions for Resolution debate: Geoffrey
1. Area Meetings Spring 2018, Area A/B-March 23, Area C/D, March 24,10:00-3:00
	1. New power point
* Slide 1: All members indicated so people can know who to reach out to
* Slide 3: Amendments and Urgent Resolutions submitted on Friday will not be placed on Consent Calendar. \*Consent items must meet criteria (Resolution Handbook)
* Slide 7: NEW! Formatting
* Slide 8: Reminders
	1. Committee member role
* Committee members will elaborate on Slide 7, illustrated on Slide 9 in Area meetings
* Ginni will send Resolutions Writing Advice document and Resolutions packet to Area representatives prior to Area meetings
* Ginni will send e-mail of needs and any follow-up
* Ginni will send DRAFT packet Resolutions for review of numbering, categorizing. titles, etc. after Area meetings
1. Report from ASCCC Executive Committee regarding Resolutions Committee recommendations
* Not time to re-do Resolutions Handbook before spring Plenary
* Accommodations for office, access, additional time/flexibility, internet
* Will not have clerical help for spring Plenary
1. Resolutions/Rostrum Articles
* Resolution to update handbook?
	+ Consensus “NO”, but will meet to work on updates to the handbook in May
	+ Recommendations will go forward to next Executive Meeting for a 1st reading
* Rostrum article
	+ After updates to handbook are made, consider writing Rostrum before fall Plenary with significant info
1. Upcoming Events (<http://asccc.org/calendar/list/events>)
2. Future Meetings
* Consider May meeting face-to-face or Zoom to be determined after Plenary
1. Adjourn
* No questions at this time
* Carrie will send minutes to committee members upon adjournment of meeting
* Committee members will send feedback/suggestions to Ginni
* 10:20am- adjourn

**Status of Previous Action Items**

1. **In Progress** (include details about pending items such as resolutions, papers, *Rostrums*, etc.)

**ASCCC Resolutions**

**Papers/Rostrums**

1. **Completed** (include a list of those items that have been completed as a way to build the end of year report).