

MENTORING COMMITTEE MEETING AGENDA

Wednesday, September 20, 2017 – 9 AM

SPRINGFIELD CONFERENCE

Next workshop – October 26th – Census/VRIS - Holliston

- **Registration Coordinator – Kelly**
 - update the registration form (“s” credits, “email”, dsicard@easton.ma.us, Andy CMC not MMC)
 - email out registration on Google Group and VRIS
 - upload form to MTCA website
- **Mentor & Host Coordinator – Liz**
 - Collect information on new mentors at conference lunch on Thursday
 - Email Mentors about upcoming session to see who can come – no payment needed, just counts
- **Certification Coordinator - Dottie**
 - Huge thank you for submitting for the points!
- **Education Coordinator – Danielle**
 - Edit power point as discussed & post on website
 - Edit the Agenda outline (include sending out power point & extract conversion in advance of a class)
 - Invite OCPF to attend

Year 2 of program

- Requirements currently have been shared with MTCA Members via email & on Website.
- We finalized the calendar for sessions in FY18 – **Kelly to post the information on the Website**
- There could be mentors who obtaining required training in October & want to host (with a mentor committee member in attendance) as early as January.

Guidelines to Host - Checklist for Hosts – Each will work on the following items, submit them to Danielle to create a checklist for hosts. We will discuss & finalize the check list at our next meeting.

- **Kelly** to put together a registration form template (add information on who is facilitating including who from Mentoring committee will be in attendance)
- **Liz** to draft check list items needed for hosts in regards to food.
- **Danielle** to add budget info & info on submittals for registration/payments, etc to the check list
- **Danielle** to work with Kelly to draft template emails for:
 1. in advance of class (confirmation of date/time, location info, parking details, power point handout)
 2. after the class (additional documents requested at class, survey link)

Maintaining List of New Clerks – Lyn Sibley will manage sending out a welcome email to new clerks. We are still unsure the best way to obtain information about a new clerk other than getting the DLS list before sending out the membership dues forms each year. Lynn suggested we create reports in the software pulling from the clerks 1st hire year.

- **Danielle** will work with LLData on getting those reports.
- **Lynn** will draft a welcome email and work on the packet from website

Next Meeting – Unless needed earlier we will plan on meeting before December E- Board meeting