**APPROVED JUNE 24, 2022**

**MTCA Education Meeting**

Date: Friday, April 29, 2022

Time: 10:00 AM

Location:Join Zoom Meeting

Attending: Chair, Trudy Reid, Committee Members – Kaari Tari, Jayne Davolio, Mary de Alderete, Amy Warfield, Laurie Becker, Lynn Kelly, K.C. Kato, Amy Akell, Bridget Rodrigue and Danielle Sicard, 2nd VP,

Chair Reid introduced new committee member Bridget Rodrigue from Bedford. Appointments for Amy Warfield, Laurie Becker, Lynn Kelly and KC Kato was voted on and approved at the last MTCA E-Board Meeting on Monday, April 4, 2022.

Minutes from March 25, 2022, were not approved since the Chair failed to send them out to the committee.

Mary announced that she was able to obtain IIMC points for each class. It was discussed that each attendee will need to return the evaluations to get the credit.

The meeting consisted of confirming what the presenters will need at the conference, as well as the class monitors. Class monitors for Plymouth will be as follows:

Session A: Trudy Session B: Lynn

Session C: Laurie Session D : Amy Warfield

Session E : KC Session F : Trudy

Session G : Amy Warfield Session H: Trudy

Confirmation was made that Jayne will take care of printing all the evaluations that will be needed for each class, as well as any handouts that may be needed. Trudy will print all the attendance sheets and Kaari will make the signs for each class and hang them accordingly. Jayne and Trudy will coordinate with each class monitor to be sure they get the evaluations and attendance sheets on Wednesday of the week of the conference.

Danielle filled us in on what the AV package will be, and every room will get a full package which will include a laptop, microphones, audio, cables, etc.

The committee felt we were in good shape for the conference. If anything is needed in the meantime, we can exchange emails. It was agreed the committee will meet shortly after the Plymouth conference to work on the Fall conference.

Respectfully submitted,

Trudy L. Reid