

ITRC December 9, 2021 Board Call

11:30am-12:30pm / Zoom Call

Attendance: Naji Akladiss, David Asiello, **Douglas Bacon**, Nathan Barlet, Paul Beam, Kim Brown, **Randy Chapman**, **Rebecca Higgins**, **Keisha Long**, Lisa Matthews, Jeremy Musson, **Sara Pearson**, David Tsao, Kaitlyn Nelson, Thomas Holdsworth, Michelle Brown

ITRC Staff: Patricia Reyes, Evan Madden, Devin Seckar, Nicole Henderson

Guests: Hugh Reick, Deb Morefield

1. Approval of November Minutes

Keisha Long opened the December call and stated that comments on the November Board Minutes were submitted by herself, **Doug Bacon**, and **David Tsao**. **Keisha** asked for any additional comments or edits prior to a vote. **Keisha** asked for a motion to approve the minutes. **Doug** motioned and **Randy Chapman** seconded. The board voted unanimously to approve the November minutes.

Action Item: ITRC staff will finalize and post the November minutes to the ITRC website.

2. Co-Chair Election Results & Next Steps

Keisha stated that voting for the Co-Chair position closed on December 8, 2021 at 5pm ET. Keisha thanked Doug Bacon and Rebecca Higgins for running for the position. Rebecca Higgins was selected as the Co-Chair for a three-year term that will start January 2022. The next step will be for ERIS to approve Rebecca as the Co-Chair. The email to ERIS was sent on December 9, with a deadline of Friday, December 17. Patty Reyes stated that the ERIS vote needs to be unanimous because of the virtual platform.

Rebecca thanked everyone and stated she is humbled with the outcome and looking forward to the role. Doug Bacon stated he appreciated the opportunity to compete with a close friend.

3. IAP Election Results

Keisha that voting for the IAP Liaison positions closed on December 8, 2021 at 5pm ET. Jeremy Musson and David Tsao will continue as the IAP Liaisons. Jeremy Musson and David Tsao shared their gratitude.

4. Proposed Nominees for SEP and Outreach Coordinator

Keisha presented that Sandra Snyder (SC) will be the next State Engagement Coordinator (SEP) on the Board. Keisha shared a brief bio for Sandra, which stated that Sandra started using ITRC materials in 2008. Sandra is currently the South Carolina POC and on several technical teams. Patricia Reyes asked if there were any comments on the selection. With no comments, Sandra was accepted as the new Board member.

Keisha announced the Outreach Coordinator is Stephanie Lewis (CA). Keisha shared a brief bio for Stephanie, which stated she was hired by the State in 2005 and one of her first trainings was from ITRC. Keisha commented that we expect to see Stephanie at the Kickoff Meeting in Phoenix January 31 – February 2, 2022. Keisha asked for comments or questions on this selection. Randy stated that her experience with outreach and communication to a wide-range of groups will be a great asset for this position and this Board. Rebecca asked if both positions will be at the Kickoff meeting. Patty stated that both were invited.

Patty shared that on December 8, ITRC decided to move forward with an in-person Kickoff Meeting for 2022. With all the changes on the Board, the ITRC voting Board members are invited to attend, along with the 2022 teams. Patty also stated that right now, ITRC is planning an in-person Annual Meeting for 2022, but the final decision needs to be made in January.

Keisha reminded the Board that the ITRC & Me webinar is on Tuesday, December 14 at 1:00pm ET. This is a good opportunity to get an overview of ITRC and what will be worked on in 2022. Registration is required, and Evan Madden shared the link to register for the event with the Board.

Randy shared the next steps for the new vacant Board positions. This will seek volunteers for the Special Projects Coordinator (Naji) position and the Team Leader Liaison (Rebecca) position. The announcement for these positions will be made on December 10, with a due date of December 22. The volunteers will be interviewed in January, with final selection for each position at the January Board meeting.

Doug asked if Patty could mention the positions on the December 9 POC call later in the day. Patty will share the two open Board positions on the December POC call.

5. Waive Vote on December Minutes

Keisha asked Patty to comment on the need for this vote. Patty stated that with the Board turnover, there will not be a quorum of attendees in January to vote on the December Minutes. **Keisha** asked for a motion to waive the vote on the December Minutes and post to the ITRC website. **Rebecca** motioned and **Doug** seconded. The board voted unanimously to waive the vote on the December Minutes and post to the ITRC website.

6. Retirement Fun!

Rebecca motioned to adjourn and Doug seconded. The Board closed the business meeting and moved to honor the 2021 retiring Board members.