



Labor and Business Work Team
NADBE Orientation Webinar Project
Teleconference 7/19/2017

Work Team Members Participating: Kevin Chesnik, Agnes Fleming, Gary Mejchar, and Chris Cornelius and Kim Swisher (ITTF Assistants).

Agenda	Notes Of Teleconference Call
<p>1. Discuss NADBE Webinars</p>	<p>The meeting began at 3:30 pm.</p> <p>The group discussed the original plan of a 80-90 minute webinar versus breaking up the full webinar into vignettes. Kevin expressed concerns with attendance on a live webinar. Agnes stated it was more important to focus on production versus a live webinar, insuring we have good quality that will then be available online.</p> <p>We will include contact information and a website link on each vignette.</p> <p>The group then discussed breaking the orientation into two segments – the first being a true orientation webinar, and the second being an introduction to the next vignettes.</p> <p>Kevin can do an introduction for each vignette. Each vignette/topic would be 10 to 15 minutes in length. Topics included (with relevant links available on each video/vignette):</p> <ul style="list-style-type: none"> • Orientation to Program – 20 minutes – Kevin & Michelle Carter • Orientation to Vignettes – 20 minutes <ul style="list-style-type: none"> ○ What is DBE Certification – Gary/Kevin/Craig Clements and John Franklin – Getting Certified (flowchart, application, etc.) ○ Your Certified – Now What? – 20 minutes <ul style="list-style-type: none"> ▪ Bidding – How do you find contractors ▪ Building Relationships – Matt Grove, WTBA ▪ Maintaining Your Certification <p>The videos will be placed on a newly created ITTF YouTube Channel.</p> <p>Discussion was held on introducing the first video webinar at the WTTC, allowing folks to call in during the session (using GoToMeeting). Kevin cautioned against this, suggesting using the recorded version at the event with no call-in as this is a live moment for this event.</p> <p>Gary suggested creating a promo/trailer to promote the WTTC launch, and send this in an e-blast to promote the webinars.</p> <p>The meeting ended at 4:35 pm.</p>



Next Meeting:

The next meeting will be Wednesday, July 26th at 1:00 pm

(NOTE – the next meet was rescheduled to July 26th at at 3:00 pm)

Teleconference Information:

<https://global.gotomeeting.com/join/378269349>

Dial in using your phone

(312) 757-3121

Access Code: 378-269-349

ACTION ITEMS:

- Break up/Update Agenda – Kevin/Gary
- Contact Presenters and Identify Speakers – Kevin/Gary
- Provide webinar software options – Kim
- Keep dry run date on August 11th as a backup
- Proposal to Agnes – Kevin/Gary

Options for Dry Run/Webinar recordings (Kim's Availability):

- Friday 8/11 - 10:00 am to 12:30 pm
- Wednesday 8/16 - 1:00 pm and open all afternoon
- Thursday 8/17 - 9:00 am to Noon