



**Labor and Business Work Team
 Teleconference 4/3/2017**

Work Team Members: Craig Anderson, Rusty Barber, Emerson Coy, Agnes Fleming, Kelly Jackson, Franko Marcos, Matt Kunstman, Arvina Martin, Chris McGeshick, Gary Mejchar, Cyless Peterson, Brent Pickard, Christie Schmidt, Delores Staples, Ward Staples, Leah Sunn, Marge Taylor, Kim Swisher (ITTF Assistant). Guest: Kevin Chesnik.

Agenda	Notes Of Teleconference Call	Follow-Up – Individual Responsible
1. Review notes from 3/7/17 meeting	The meeting began at 1:30 pm. The group discussed the NADBE webinars. Gary suggested holding a minimum of quarterly webinars, but monthly would be preferred. Discussion included the webinars would build awareness of resources and drive traffic to the ITTF website.	
2. Update on NADBE's webcast	Discussion was held on reaching out to new NADBEs. Arvina and Cyless will reach out to John Franklin to determine a process for obtaining information on new DBE's so that a welcome email can be sent from Agnes.	Arvina/Cyless reach out to John Franklin
3. Outreach and Marketing options for website	The group reviewed the e-blast promoting the webinar on April 27 th . The e-blast will be sent to all NADBE's and to Agnes's ITTF distribution list. Revisions need to be made to the e-blast, and Kim will update that and send back for review.	Agnes send Kim ITTF distribution list from Outlook
4. 2017 Annual Work Plan – Approved on March 14th	<p>Gary will put names to the agenda by Friday.</p> <p>Kim will send the e-blast on Friday.</p> <p>A test run will be held on April 20th at Noon. Kim will schedule the test webinar and forward Gary and Agnes the information.</p> <p>The meeting ended at 2:05 pm.</p> <p>Next Meeting:</p> <p>The next Business & Labor Work Team meeting will be held on Tuesday, May 2, 2017, at 1:30 pm.</p> <p>GoToMeeting Information:</p> <p>https://www.gotomeeting.com/join/470753405 (646) 749-3122 Access Code: 470-753-405</p>	<p>Gary forward names for the agenda to Agnes & Kim on Friday</p> <p>Kim send e-blast on Friday, and schedule the test run webinar</p>