

COMMUNICATION AND OUTREACH COMMITTEE MINUTES
Wednesday, September 4, 2019

PRESENT	Brian Henry Darcy Benway William Hardin Tony Trongone Keith Owen	Missouri Commissioner Illinois Commissioner Georgia Commissioner New Jersey Commissioner South Dakota Commissioner	Chair
STAFF	Cherise Imai Lindsey Dablow Beth Workman	Executive Director Training and Operations Associate Communications Associate	Secretary
EXCUSED	Alan Kerr Susan Haberstroh	South Dakota Commissioner Delaware Commissioner	
ABSENT	Chris Cmiel	West Virginia Commissioner	

ITEM 1 – CALL TO ORDER

1. The meeting was called to order at 2:04 PM ET by Brian Henry, Missouri Commissioner and Committee Chair, and roll call was taken by Cherise Imai, MIC3 Executive Director (ED).

ITEM 2 – AGENDA AND MINUTES

2. The agenda was motioned for approval by Illinois Commissioner Darcy Benway and seconded by New Jersey Commissioner Tony Trongone. Motion passed. The minutes from February 6, 2019 was motioned for approval by Commissioner Trongone, seconded by Commissioner Benway. Motion passed.

ITEM 3 – REPORTS

3. **Executive Committee** – Chair Henry advised Members of new policies: Resolving Compliance Issues, Conflict of Interest, Guide for Commissioners Meetings, Ex-officio Representative Role and Responsibilities, and Defining the Role of a Commissioner, Designee & Proxy. Guidelines for Commission Meetings and Defining the Role of Commissioner, Designee & Proxy documents were reviewed. No comments.

ITEM 4 – OLD BUSINESS

4. **Definition on what it means to be a MIC3 Partner** – Chair Henry stated definition on what it means to be a MIC3 Partner, document was reviewed by membership quorum. The Committee approved the draft as presented and will be forwarded to the EXCOM to be utilized in the new strategic plan.

5. **2017-2019 Strategic Plan Key Accomplishments** – Chair Henry presented the document which outlined the Commissions achievements under the first Strategic Plan. The highlights will be included in the new Strategic Plan Guide which will be released with the Annual Business Meeting (ABM) Docket Book.

ITEM 5 – NEW BUSINESS

6. **New 2019-2022 Strategic Plan** – Chair Henry informed the Members that the new Strategic is very involved with multiple action items in the new plan, and he stressed the importance of Member input at the ABM.

7. **2018-19 Annual Report** – Chair Henry stated the National Office is drafting the report will be ready for publication around the time of the ABM.

8. **Collaterals** – Chair Henry reported collaterals, guide books, brochures, and other material are available online at the MIC3 website and may be ordered with no charge from the National Office. He added the Communications and Outreach Committee will be charged with a collateral refresh in 2020.

ITEM 5 – OTHER BUSINESS AND ANNOUNCEMENTS

9. **Items for Executive Committee** – No comments.

10. **ABM Registration and Hotel** – Ms. Lindsey Dablow, Training Associate, reminded members to contact the hotel via phone to secure hotel reservations and to register for the Meeting.

11. **End of Year Reports, COI and COC Forms** – ED Imai reminded Members to send these documents to the National Office.

12. **New Communication Associate** – Chair Henry welcomed new Communications Associate, Beth Workman to the team, and stated the Committee looked forward to working with her.

13. **Next Meeting** – Chair Henry stated the next meeting will be held at the upcoming ABM.

14. **Adjournment** – Commissioner Trongone motioned to adjourn, seconded by Georgia Commissioner William Hardin. Motion passed. The meeting was adjourned at 2:32 PM EST.

Respectfully submitted by,
Cherise Imai
Executive Director