

TRAINING COMMITTEE MINUTES
Tuesday, March 6, 2018

PRESENT	John 'Don' Kaminar	Arkansas Commissioner	Chair
	Kate Wren Gavlak	California Commissioner	Vice Chair
	Marcy Herman	Alaska Commissioner	
	Margaret Seals	Iowa Commissioner	
	Yolande Anderson	South Carolina Commissioner	
	David Young	Vermont Commissioner	
	Kathleen Murphy	New Hampshire Commissioner	
	Patty Ewen for Kathy Facon	DoD Representative	Ex-Officio
	Cherise Imai	Executive Director	
	Richard Pryor	Communications Associate	Secretary
EXCUSED	Eileen Huck	NMFA	
ABSENT	Clay Corley	Louisiana Commissioner	

ITEM 1 – CALL TO ORDER

1. The meeting was called to order at 2:03 PM ET on March 6, 2018, by John Kaminar, Arkansas Commissioner and Training Committee Chair. The roll call was taken by Richard Pryor, Communications Associate. 7 voting members, 1 Ex-Officio and two staff members were present.

ITEM 2 – AGENDA AND MINUTES

2. The agenda was approved unanimously as presented. Motioned by Kathleen Murphy (NH), seconded by Marcy Herman (AK) the minutes of the January 9, 2018 were approved unanimously.

ITEM 3 – OLD BUSINESS

3. **Training Committee Milestones and Topics** – Chair Kaminar explained that he had sent out the spreadsheet detailing assignments for the breakouts for the ABM. He asked that in preparation for the April meeting, the committee members prepare a draft of what they intend on presenting for the respective breakouts. He would be able to brief this at the Spring Executive Committee (EXCOM) meeting. Kathleen Murphy (NH) suggested an evaluation form for each breakout which was supported by the Chair. Motioned by Margaret Seals (IA), Seconded by Kathleen Murphy (NH) to approve the topics for the Committee Breakout assignments, the motion passed unanimously. **[OPEN]**

4. **PsychArmor** – Richard Pryor (MIC3) updated the committee on the PsychArmor webinar and asked the committee to vote on sending forward a proposal to the EXCOM to commit the funding, the total not to exceed \$900 for PsychArmor to make the agreed changes and provide MIC3 with the amended webinar. Motioned by Kathleen Murphy (NH), seconded by Kate Wren Gavlak (CA) the proposal was approved unanimously. **[OPEN]**

5. **Reviewing MIC3 Materials** – Kate Wren Gavlak (CA) and Kathleen Murphy (NH) reviewed the materials and agreed they were well presented and there was sufficient variety. Members agreed that at this time, no changes were required.

6. **Storyboard for Training Video** – Richard Pryor spoke about the script for the training video and that from this script we would create the Public Service Announcement that the Communication and Outreach Committee would produce with support from Kathy Facon and the resources of her Department.

ITEM 4 – NEW BUSINESS

7. **PowerPoint Template** – Chair Kaminar briefed the committee on the importance of using the MIC3 PowerPoint master template when creating briefings and presentations for the ABM.

8. **Actions Items for April Meeting** – Chair Kaminar emphasized to the members the need to submit outlines of their individual presentations to him along with any logistical requirements prior to the meeting on April 10. [OPEN]

ITEM 5 – ADJOURNMENT

9. The Committee meeting adjourned at 2:36 PM ET.

Respectfully submitted by,
Richard Pryor
Communications Associate/Secretary