Draft Minutes
Annual Conference Full Program Committee Meeting
Le Pavillon Hotel
New Orleans, Louisiana
January 8, 2010

Those participating were:

Co-Chairs:  
Kate Nosbisch, Virginia Department of Professional and Occupational Regulation  
Deborah Worrad, College of Massage Therapists of Ontario

Subcommittee Co-Chairs:  
Bruce Matthews, Professional Engineers Ontario  
Charles Mayenga, Assessment Strategies Inc.  
Donna Mooney, North Carolina Board of Nursing  
Linda Waters, Prometric

Members:  
Anita Ashton, College of Physiotherapists of Ontario  
Elizabeth Azari, National Board of Medical Examiners  
Jean Barry, Canadian Nurses Association  
Jonathan Bracken, UK Health Professions Council  
Robert Chambers, AssetRisk Advisory  
David Christian, South Carolina Department of Labor, Licensing and Regulation  
Clifford Cooks, DC Department of Consumer and Regulatory Affairs  
Tadas Dabsys, PSI  
Ida Darragh, North American Registry of Midwives  
Marlene Dunham, Professional Examination Service  
Deb Elias, College of Registered Nurses of Manitoba  
Troy Elliott, Association of Social Work Boards  
Cathy Giblin, College & Association of Registered Nurses of Manitoba  
Tom Gottlieb, VERSA Systems  
George Gray, ACT Inc.  
Sandra Greenberg, Professional Examination Service  
Steve Hart, Kentucky Board of Pharmacy  
Anna Hildreth, Institute for Credentialing Excellence  
William D. Hogan, Applied Measurement Professionals Inc.  
Donna Kline, Institute of Chartered Accountants of Alberta  
Elina Kurys, National Board of Surgical Technologists and Surgical Assistants  
Patti Latsch, Washington Department of Health  
Faye Lemon, Virginia Department of Health Professions  
Lori Long, Royal College of Dental Surgeons of Ontario  
Caroline MacIsaac-Power, College of Opticians of Ontario  
Leanne Matthes, College of Registered Nurses of Manitoba  
Nancy McLennan, Alberta Chartered Accountants  
Tina Montoya, Pearson VUE  
Steve Nettles, Applied measurement Professionals Inc.  
Jon Pellett, Barr Murman and Tonelli, P.A.  
John Pugsley, Pharmacy Examining Board of Canada  
Jan Robinson, College of Physiotherapists of Ontario  
Ron Rodgers, CTS/Employment Research Institute  
Marc Seale, UK Health Professions Council  
Ken Zgraggen, Pearson VUE

Staff:  
Adam Parfitt, CLEAR Executive Director  
Jodie Markey, CLEAR staff  
Stephanie Thompson, CLEAR staff
Co-Chairs Kate Nosbisch and Deborah Worrad called the meeting to order at 9:05 am Central Standard Time and asked those present to introduce themselves.

**2010 Conference Theme**
The conference theme for 2010 is “Promoting Regulatory Excellence.”

**Planning Timeline**
The Co-Chairs reviewed the planning timeline and stressed the importance of meeting deadlines.

**Roles of committee chairs**
The Co-Chairs asked the committee to familiarize themselves with the roles and responsibilities of committee chairs, coordinators, and moderators and to respect the deadlines for completing tasks.

**Guidelines for proposal review**
The Co-Chairs reviewed the evaluation criteria as listed on the evaluation form, stressing the importance of dynamic speakers, international flavor, and interactive sessions.

**Other Business: Welcome Event**
The committee discussed a welcome event or program for first-time conference attendees. Discussion included:
* a buddy system, but committee members commented that it’s often hard to find each other
* an event or reception, but these have not been well-attended in the past
* a chance to find a buddy during the Orientation to CLEAR session
* asking on the registration form if they want a buddy / want to be a buddy
* a welcome kit when they register
* a designated place to meet at the end of each day
The topic will be open for further discussion by the Program Committee.

**Other Business: Sponsors as Moderators**
The committee discussed a suggestion of sponsors as session moderators. Discussion included:
* opportunity for face time for sponsors but not changing the role of the moderator
* perception of conference sessions being vendor-oriented
* vendors do have information and expertise to share
* it is the coordinator’s role to select a moderator who is best for the session
* the perception of vendors sponsoring a session could lead to competition for sessions
* invite sponsors to the stage at the Opening Session
* for the role of the moderator to be done well, the moderator needs to be familiar with the topic and presentation
The topic will be open for further discussion by the Program Committee.

**Other Business: Promotional Piece Date Format**
The committee reviewed proposed artwork for promotional pieces to show the full range of dates for the conference, training programs, committee meetings, and all associated programs. With the addition of the Innovation Exchange listed, the committee approved the new format.

**Other Business: Publication Submissions**
The Exam Resources and Advisory Committee brought a motion forward to the Program Committee:
To foster publication submissions from CLEAR conference presenters by:
1.) modifying the conference proposal submission form to solicit voluntary agreement from submitters to adapt their presentation to a suitable CLEAR publication, if invited by the CLEAR Publications Committee, and to suggest a publication format that they believe their presentation might best fit, including one or more of the following:
   CER
   Resource Brief
   Webinar
   Annotated bibliography
   Other suitable publication; and
2.) modifying the presentation evaluation form completed by attendees to add a question for attendees to indicate their recommendation for presentations to be adapted to:
   suitable CLEAR publication
webinar.

Deborah Worrad moved and Sandy Greenberg seconded to adopt the motion. With a vote of 34 accept – 11 oppose, the motion carried.

There being no further business before the subcommittee at this time, the meeting adjourned at 9:45 am Central Standard Time.

Respectfully submitted

Stephanie Thompson
CLEAR