Those present were:

Co-Chairs:  
Faye Lemon, Virginia Department of Health Professions  
Deborah Worrad, College of Massage Therapists of Ontario  

Co-Vice-Chairs:  
Sandy Greenberg, Professional Examination Service  
Rosemary McCool, Colorado Department of Regulatory Agencies  

Members:  
Bonnie Rhea Adams, Virginia Department of Professional and Occupational Regulation  
Bruce Anderson, Professional Examination Service  
Ernie Atkins, Virginia Department of Professional and Occupational Regulation  
Terry Balara, Regulatory Agency Management Systems, Inc.  
Tim Burgess, Tennessee Department of Commerce and Insurance  
Paul Carter, National Athletic Trainers Association  
Reed Castle, Schroeder Measurement Technologies  
Anne Coghlan, College of Nurses of Ontario  
Joe Cote, National Association of State Boards of Accountancy  
Alan Cutler, Illinois Department of Professional Regulation  
Tadas Dabsys, PSI Examination Services  
Ida Darragh, North American Registry of Midwives  
Regina Dinger, Alabama Board of Licensure for Professional Engineers and Land Surveyors  
André Gariépy, Conseil Interprofessionnel du Québec  
Tom Gottlieb, VERSA Systems  
Kristin Hellquist, National Council of State Boards of Nursing  
Frank Hideg, National Board of Chiropractic Examiners  
William Hogan, Applied Measurement Professionals  
Donna Kline, Institute of Chartered Accountants of Alberta  
Claus Lang, Professional Credential Services  
Shannon Leftwich, Board of Certification for Athletic Training  
Casey Marks, National Council of State Boards of Nursing  
Ruby Brice McClain, South Carolina Department of Labor Licensing and Regulation  
David Montgomery, Nebraska Health and Human Services System  
Carol Morrison, National Board of Medical Examiners  
Paul Naylor, Psychometric Consultant  
Steve Nettles, Applied Measurement Professionals  
Kate Nosbisch, Virginia Board of Medicine
Staff: Stephanie Thompson, CLEAR

Co-Chairs Faye Lemon and Deborah Worrad called the meeting to order at 9:00 a.m. EST and asked those present to introduce themselves.

Conference Theme
Deborah Worrad stated the conference theme: CLEAR: A Sterling Regulatory Resource for 25 Years. She emphasized the importance of the 25th anniversary of CLEAR and incorporating it into this year’s conference. She asked for volunteers to work on the 25th anniversary aspect of the conference. Sandy Greenberg, Kate Nosbisch, and Deanna Williams will serve on this working group.

Planning Timeline
Deborah Worrad indicated that the Subcommittees’ goal during the meetings is to review and recommend sessions and a preliminary session schedule. She then drew the committee’s attention to the planning timeline (available in the meeting materials and online), highlighting important deadlines.

Role of Program Subcommittee Chairs, Session Coordinators, and Session Moderators
Deborah Worrad drew the committee’s attention to the guidelines for program planning roles (available in the meeting materials and online). She stressed the coordinator’s responsibility of arranging for speakers to bring sufficient copies of presentation handouts to the conference. She also stressed the moderator’s responsibility of asking session attendees to fill out an evaluation for the session.

Guidelines for session proposal review
Deborah Worrad drew the committee’s attention to the program planning matrix, indicating track session slots, pre-conference workshop slots, early bird slots, and roundtable slots. She asked that in reviewing proposals, subcommittee members make sure that there is clarity of content. She indicated that the form for new proposals will be available in the meeting rooms.

Review of 2004 conference evaluations
Faye Lemon and Deborah Worrad expressed their congratulations to last year’s Program Committee and those involved in conference planning. Almost every session received an evaluation score of 4 or higher, many with scores of 5 or higher. They asked that
subcommittee members review the comments from last year’s conference sessions. They stressed that coordinators should choose speakers of which you have knowledge of being good presenters.

**Plenary Sessions**

Faye and Deborah asked committee members to let them know if they have recommendations for an Opening or Closing speaker. Sandy Greenberg presented a proposal for the Friday morning plenary session involving a celebration of CLEAR’s 25th anniversary, its mission, its founders and roots, and the future of CLEAR. The suggestion met with approval.

**Other Comments**

Concern was expressed that the theme lends itself to looking backward. Committee members stated that session titles could indicate the theme of acknowledging the 25-year history but also looking forward to the future – “from silver to gold.”

The suggestion was made that in response to recent events, particularly the tsunami, there should be a session dealing with emergency issues. Committee members indicated that the Health Issues Roundtable will address this.

The Examination Resources and Advisory Committee indicated that they are looking for topics for web seminars throughout the year and asked members to let ERAC know if they have any suggestions.

There being no further business before the Full Program Committee, the meeting adjourned and subcommittee members prepared for their individual meetings.

Respectfully submitted

Stephanie Thompson
CLEAR