

## **Off-site GA Planning Team - Minutes – April 26, 2011**

**Present:** Mark Steinwinter, Linda Laskowski, Randy Becker, Don Plante, Lynda Shannon, Larry Stritof, Eva Marx

**Absent:** Lew Phinney

**Next meeting:** Tuesday, May 3, Noon Eastern Time

**Update on applicants:** 36 applicants. Randy is still waiting to hear from district executives and will send them a reminder. It is unrealistic to expect congregations who have not already considered participating to make a decision in time for the May 2 deadline. Mark saw no need for further recruitment. Current applications represent 1–2% of total delegates. Continued recruitment at this time would place undue pressure on GACS staff during one of their busiest times. Attrition is anticipated. Not sure to what degree. There was unanimous agreement not to accept same-day applications as applicants would not have undergone training or met other requirements for participation. Randy and Eva agreed that all current applicants will be selected.

**User guides.** Reviewed Mark's offsite guide to delegate voting. He is working on a guide for the phone call process. Mark will review Eva's delegate instructions to be consistent with the instructions he has developed and they will work together to modify. Larry gave an overview of the off-site delegate portal. The chat box is a portal site for technical support, not be confused with the chat that Randy will create. Kudos to Mark and Larry.

**Rules changes.** Gini has agreed to incorporate the rules changes in this year's final agenda. Don will work with her. "Quorum" is interpreted as total of offsite and onsite delegates. Need to clarify how to submit an amendment or change electronically. Liked change of language from "alternate" to "equitable" recognition of delegates. May want to change microphone usage rules in the future. We will learn from experience. Need a method for amending budget, although this is very unlikely to occur. Proposed budget changes should go to the Treasurer or Financial Advisor.

**CSW reports.** Lynda asked how off-site delegates will access the CSW reports that are distributed to delegates. Mark did not yet have an answer. Jerry Gaynor had the same question. Larry suggested an RSS feed.

**Review of deliverables.** Training and support materials are nearing completion. Still negotiating a toll-free phone number. Mark needs to speak with CMI about map identification process. Need to figure out a link to the training video. Working on a backup site in case the server does down. Tech support system is progressing.

**Persony chat log.**

**Don** sends a message "**36 applicants**".

00:15:13

**Lynda Shannon Bluestein** sends a message "**Are there going to be "same day" registrations as we have for onsite folks?**".

00:18:41

**Lynda Shannon Bluestein** sends a message "If we have 36 or even 40 by May 2 what is our anticipated attrition? ".