

**Blue Ribbon Commission Meeting Record**  
**March 10, 2005**  
**La Posada Hotel, Continental Room, Albuquerque, NM**  
**(In Conjunction with the Annual NADE Conference)**

*Members in Attendance:*

David Arendale, Nancy Bornstein, Hunter Boylan, Michael Chambers, Sandy Drewes, Jonnie Dvorak, Vashti Muse, Jane McGrath, and Jan Norton

*Topic Outline of Meeting:*

1. Introduction of BRC members with one another
2. Discussion of the BRC goals and objectives
3. Developed higher awareness of each association's mission, vision, uniqueness, and organization.
4. Elected BRC officers for Vice Chair ( ) and Recording Secretary ( )
5. Reviewed and revised the operating guidelines for work of the BRC
6. Developed recommended policy for ACDEA regarding selecting and maintaining active representation on the BRC
7. Discussed strategic planning models to use during Fall 2005 BRC meeting
8. Identified agenda items for May 2005 BRC meeting

*Decisions Reached:*

- I. Revised and approved BRC meeting records of October 14, 2004 and February 23, 2005.
- II. Elected new officers for BRC: Vice Chair (Nancy Bornstein) and Recording Secretary (Johanna Dvorak)
- III. Developed and recommended policy to ACDEA regarding selecting and maintaining active representation on the BRC.
- IV. Selected initial process for strategic planning to be used at the Fall 2005 meeting (SWOT: Strength, Weaknesses, Opportunities, and Threats model).
- V. Established working agenda for May 2005 BRC meeting
  - A. Discuss information items needed from each professional association.
  - B. Establish agenda for October 7-8, 2005 BRC meeting held at conclusion of the NCLCA conference.
  - C. Discuss and make suggestions for improvement of BRC web site, <http://blueribboncommission.org>

- D. Begin conversation of strategic planning for the field. Initially use the SWOT model (*strengths, weaknesses, opportunities, and threats*).
- E. Schedule next six months of telephone and face-to-face meetings.

*Work Items to be Completed In Next Six Months:*

1. Submit BRC Meeting Record to the ACDEA describing the Commission's work.
2. Representative from BRC meet with ACDEA on March 11 to gain approval for revision of policy for selecting delegates and maintaining representation on the BRC.
3. Circulate among BRC members a draft document containing information needed from participating associations that relate to strategic planning reports.
4. Submit a short article to each of the ACDEA professional associations describing the BRC's work for potential printing in their association newsletter to inform their members. (*Due by late June 2005*).
5. Establish an Internet Web site to disseminate information about the work of the BRC and to serve as information resource for work of the group. (*Due by end of May 2005*). <http://blueribboncommission.org>
6. Conduct periodic BRC teleconference meetings between the face-to-face meetings held in conjunction with a major conference during fall and spring.
7. BRC elect a Communications Chairperson. (*Election to take place during October 2005 BRC meeting*).

*Calendar of Upcoming BRC Meetings:*

1. May 20, 2005 telephone conference call, 1:45-3:45 p.m., Central Standard Time.
2. Additional summer and early fall BRC teleconference meetings to be scheduled.
3. Face-to-face meeting in association with the fall NCLCA conference in Milwaukee, WI from Friday afternoon and evening October 7 until late Saturday morning October 8. Meeting to be held in same hotel as the NCLCA conference (*details to follow*).

*Original draft: 05/05/2005 10:00 AM*