

Notes from Awards Subcommittee meeting

Tuesday, March 28, 2006

SBO-SBEAP National Conference in Bretton Woods, NH

Attending: Linda Hayes-Gorman, Reimar von Kalben, Frances Hartwell, Angela Suber, Audrey Zelanko, Phyllis Copeland, Jennifer Kimbrough, Patrick Hoermann, Amelia Gooding

- New Chair—Amelia Gooding, new Vice-Chair—Frances Hartwell
- Potential new members attending meeting: Phyllis Copeland, Jennifer Kimbrough
- Regions 4, 8, 10, 5, and 3 represented in committee; ask for reps from 1, 2, 6, 7, and 9. Don't want the committee too big though.
- Recommend shorter introductions for winners (read text).
- Bring presenters from the region.
- Fix lighting/podium—make sure that doesn't happen again.
- Recognize chair of NSC, CAP, etc. at closing session—separate time for awards committee presentation.
- Get pictures of award winners beforehand for screen presentation.
- Nix the moving deadline.
- Clarify up front—more than 1 award allowed? Point difference? Say what we will do up front—"more than one award may be given" or not, etc.
- Send acknowledgement letters and certificate of recognition to those who scored above a certain point level.
- Rework questions—clarify—did they work with SBEAP, correct program?
- Eligibility issues—are co-ops, etc., eligible?
- Self-nomination—group recommends that folks should not be able to self-nominate.
- Should word count be higher than 750? Most said no. Also, change format of text box to allow paragraph breaks, etc.
- What should be allowed as attachments? Letters of endorsement only? Flyers?
- Karen V. Brown award—not submitted, should rise above from regular nominations, submitted for other awards; may not give this every year, more of a lifetime achievement award
- ***Change to section for each question—answer each question separately—separate text boxes (will fix the problem above about format of text box).
- Tentative timeline:
 - June 18 Conference
 - June 15 Delivery of awards to conference site
 - May 7 Submit awards order
 - May 1 Language deadline
 - April 21 Select award winners
 - March 15 Deadline to submit nominations
 - January 15 Nominations open
 - January 5 Announce awards
 - November 1 Finalize forms on line
 - May 15 through November 1 Set up awards conference calls, review issues, fix criteria, etc.
 - May 15 First conference call