

**CCPRO Executive Committee Conference Call Meeting**  
**October 5, 2010 – 1:00 PM**  
**Minutes**

**Participants:** Larry Dendy, Paul Earls, Bill Lefevers, Ladelle Harmon, Anne Hennis, Dale O'Neill, Pat Perry, Dorie Richter, Andrew Walker, Dave White

Meeting called to order at 1:00 p.m. by Bo Harmon, Chair.

**Purpose of Meeting:** To finalize plans for Fall Conference.

**Announcement:** Andrew Walker is now Research Coordinator at Pitt.

**Conference Registrations**

- Bill reported that there are 57 paid registrations to date with 5 vendors; and a total of \$19,000 in the accounts.
- Have surpassed commitment for rooms; Bo will check on Friday about hospitality room.

**Conference Agenda**

- Lengthy discussion on vision for Performance Measures session on Tuesday.
  - Larry shared information from Crystal Baird regarding earlier work done on Performance Measures along with idea that at some point information will need to be submitted to the President's Group regarding (1) the measures themselves and (2) how to address merit considerations and exceptional ratings.
  - CCPRO session will include background information, external factors, survey results and request that by the end of the conference attendees share their ideas.
  - Bill will put together outline and send out to Board.
  - Dale needs abstract of presentation to include in program. Bill will send.
  - Another result of the session should be to identify members interested in committing to further committee work on this subject.
  - Suggested that Keith's Key Note address will go hand-in-hand with this topic. Bo will check to see if Keith has a PowerPoint presentation.
  - Conference attendees will be given handout at beginning of conference regarding Performance Measures
- Dale needs all information for the program no later than Friday, October 8.
- Announcement needs to be made during opening session regarding decision for current officers to serve for 18 months. Any concerns can be addressed at closing business meeting.
- Bill will put together a CD for Conference attendees to include Performance Measures information and other research tools.

**Food & Beverages**

- Bo has confirmed.

**Technology**

- Andrew has three projectors and three laptops.
- Hotel will provide screens.
- Bill suggested that it would be helpful to have extra clickers if anyone has them.
- Andrew will touch base with all presenters in anticipation of what they may need from the Committee.

**Recognition of Vendors**

- Reminder that the Vendors need to be recognized throughout the conference.
- With additional vendor, need to reserve additional space. Bo will take care of this on Friday.

**Volunteers**

- It was the feeling of the Board that filling moderator spots and manning the registration table would not be an issue.

**Pre-Conference Planning Session**

- Those who are arriving on Sunday, October 17 will meet at 6:00 in the Lobby for dinner and pre-conference planning.

**Adjournment**

- Meeting adjourned at 2:08 p.m.

Secretary: Pat Perry