

IPER Meeting 1/21/2011

Attending: Tim Baker, John Broaddus, Maya Davis, Carrie Gross, Chris Haley, Vicki Lee, Sarah Patterson, Kevin Swanson, Jane Thursby

Next meeting: Wednesday February 2, 2011 at 1pm at MSA for run through of the Essential Records Course

Jane had called all the Records Managers on the list Tom Wellman gave her and it was largely out of date.

First classes that are scheduled have the following instructors. We are in need of a third person for the days with only two instructors.

Lower Eastern Shore at Wor-Wic Community College

Wednesday, February 23, 2011 (ER) **Instructors: Jane, Sarah**

Wednesday, March 9, 2011 (REPR) **Instructors: Vicki, Kevin, Carrie**

Upper Eastern Shore at Talbot EOC Training Center

Tuesday, March 1, 2011 (ER) **Instructors: Sarah, Maya**

Tuesday, March 22, 2011 (REPR) **Instructors: Vicki, Carrie**

Classroom details: We will need to tell the participants to either have the Participant Guides and Homework printed or come with a laptop. The classrooms will provide equipment for us (laptop, projector, etc), but we will bring our own just in case.

Classes will start at 9am with a one hour break from Noon-1pm.

MEMA will be in control of the registration for the participants.

We need to come up with a standard email reply to applicants with the necessary information regarding class details, where to find class materials, etc.

Class attendance limits should be set 10% higher than room capacity as it is always likely that attendants will not show up.

We will have test runs of the courses in the upcoming weeks. The first is scheduled for Wednesday February 2, 2011 at 1pm at MSA. At this meeting we will also discuss scheduling more classes for April-May.

To Do:

Jane will find out where the classrooms are located and their capabilities (i.e. electronic equipment)

Sarah will write a standard reply to registrants to the classes with the information they will need (this reply will circulate to IPER team members for feedback).

Resource center needs to be completed (this too will circulate).

Instructors need to register with the CoSA Resource Center at <http://rc.statearchivists.org>.