



# Education & Training Committee Meeting - Event Planning Minutes

Butler Clermont Warren/Workforce Development Board  
Aug 28, 2023 at 3:00 PM EDT

@ <https://us02web.zoom.us/j/2912014375?pwd=YzQyczlIRDQyUFRyYS94dTRJTktPd309>

## **Attendance**

### **Present: Remote**

**Members:** Karen Karnes-Chair, Karolyn Ellingson, Doug Reichenberger

**Staff:** Becky Ehling, Traci Stivers, Brittney Stephens

**Guest:** Matt Fetty, Daphne Reeves, Andrew Hoekzema, Julie Ridge

### **Absent:**

Members: Susan Berman, Cheryl Brackman, Margaret Jenkins, Nick Linberg, Joy Lytle, Glenda Neff, Justin Phillips, Robert Sheehan

#### I. Welcome and Attendance (Presenters: Karen Karnes)

Committee Chair Karen Karnes opened meeting at 3:01pm

##### A. Meeting Minutes from July 24, 2023 Meeting (Presenters: Karen Karnes)

 [7-24-23.docx](#)

Correction to minutes as WIAT needs to be WIET, corrections will be made and minutes will stand official.

#### II. Roles and Responsibilities (Presenters: Karen Karnes)

 [Ad-Hoc Committees.docx](#)

#### III. Discussion on Panelist (Presenters: Karen Karnes)

Review Panelist and Presenter list.

Once finalized the panelist and presenter will be put on the flyer for mass distribution.

 [Panelist and Presenters 2023 Forum.docx](#)

Committee feels that 3 panelist will be fine.

Updated list of panelist reviewed.

Panelist session of 09/7/2023 shared with committee. Karen would like to be present for this session. Karolyn volunteered to be present if needed. Breakout speakers will have

sessions on 09/11/2023 from 1pm-3pm. Becky will include a virtual link for all sessions in case a presenter or panelist is not able to be present in person.

Event flyer will be sent to committee members to send out to their contacts.

Catering is set, Miami University will provide catering.

Breakout sessions and speakers are all confirmed.

Vendor tables are all reserved.

#### IV. Discussion of Possible Questions for Forum (Presenters: Karen Karnes)

Karolyn Ellingson has created some sample questions for the moderator to ask the panelist.

Thoughts on the questions?

 [Draft list of Panelist Questions for forum.docx](#)

Committee feels that 3 questions is enough.

Possibly reword some questions to combine question 3 and 6 as well as 2 and 5.

Defiantly have question 1.

#### V. Adjourn

We look forward to seeing everyone at the 2nd Annual Workforce Development Forum. If you have not registered, please get with Brittney to make sure you have a spot.

The next Education and Training Committee meeting will be October 23, 2023, from 3:00 pm -4:30 pm.

Committee Chair Karnes closed meeting at 3:24pm.