

**New York State Training and Development Council (NYSTDC)
Annual Institute (AI) Committee Meeting
July 24, 2009, 1:30 p.m.
Thruway Authority, Albany**

ATTENDEES

Fletcher Backus (DPS)
Lloyd Nimrod (DOL)
Adele January (GOER)

Darcy Rickard (OASAS)
Monica Vasto (GOER)
Maureen Kozakiewicz (DMV)

TOPICS

1. Welcome and Introductions

Co-Chair Maureen Kozakiewicz convened the meeting. The following items were discussed:

2. Site Information

We have confirmed the use of the Office of the State Comptroller (OSC) training site in Albany:

- a. Location: OSC, State Street, Albany
Date: Monday, October 5, 2009
 - i. Large conference room that can be broken down into 2-3 smaller rooms and possible 2 additional breakout rooms are available. Room capacity was not available as of this meeting date.
 - ii. Parking is available at the Crowne Plaza for free as long as lunch is purchased at the Crowne Plaza.
 - iii. AV Equipment is available as well as videoconference capability and assistance for setting up is available.
 - iv. Large arcade area for registration area.
- b. OSC Room Capacity:
 - i. Large Rooms C, D, E combined will hold 140 people classroom style or 200 people theater style (chairs only).
 - ii. Room C: 30 people classroom style, 50 people theater style
 - iii. Room E: 30 people classroom style, 50 people theater style
 - iv. Room D: 70 people classroom style, 100 people theater style
 - v. Room F: 25 people classroom style, 30 people theater style
 - vi. Room G: 30 people classroom style, 45 people theater style
 - vii. Multipurpose: 40 people classroom style, 60 people theater style

Parking is an issue for any downtown location and the committee will provide maps for pay lots in the conference registration information. We also will look into putting this on NYS-Learn.

3. Event Schedule

We have a tentative schedule for the day of event:

- a. Master and Mistress of Ceremonies: Steve Wood and Darcy Rickard (NYSTDC Chair and Secretary)
- b. Registration 8:00-8:45am AI Committee
- c. Opening and Welcome 8:45-9:00 am Gary Johnson (GOER) confirmed
- d. Keynote Address 9:00-9:45 am Kathleen Caggiano Sino (OASAS)
- e. Awards Presentation 9:45-10:30 am Recognition Committee
- f. Break 10:30-10:45
- g. Workshops 10:45-12:15
- h. Lunch 12:15-1:15
- i. Workshops 1:30-3:00 pm
- j. Wrap Up 3:00-3:15 pm

4. Workshops

Working with the Professional Development Program Committee (PDPC), we are looking into the following workshop ideas:

- a. Meyers Briggs Workshop (GOER is planning TTT in fall)
- b. Workplace Violence
- c. Domestic Violence (Joan Faxon)
- d. Diversity & Inclusion; a 21st Century Approach (possible Part I and Part II)
- e. Preventing Unethical Practices in NYS Government
- f. What Trainers Need to Know Re: American Disabilities Act (ADA)
- g. Games (looking into Improv trainer or Mop & Bucket)
- h. Facilitated Roundtable discussion on Maximizing Resources (including NYS NCBI Affiliate; APT; Directors Roundtable; NYS-Learn; PSWP; and CSEA Partnership for Education and Training)

5. Registration

We will utilize NYS-Learn for the registration process. We have reached out to Cindy Knights (OPDV) to work with the committee and NYS-Learn contact Melinda Hicks (GOER) to get the system up for registration. We will also pursue posting the AI registration information on the NYSTDC website for those not on NYS-Learn. We anticipate some pushback on new registration process so we want to make multiple registration processes available.

6. Theme

All agreed on "NYS Trainers Have Talent" and to call the event the NYSTDC Annual Conference instead of the Annual Institute.

7. Vendors

Given the limited space at the site the vendor portion of this event may be postponed until another time.

8. Miscellaneous

AI Committee would like to thank the PDPC members for attending and contributing to the success of the 2009 AI. An open invitation is extended for any member of the PDPC to continue to attend and participate in our committee meetings. Many thanks to all!

ACTION ITEMS

- a. Monica: Begin process for Save the Date update on NYSTDC website
- b. Brian & Maureen: Coordinate a date for the next meeting - done
- c. Monica: Confirm Gary Johnson's availability for Opening Remarks – done
- d. Darcy: Confirm Kathleen Caggiano-Sino (OASAS) for Keynote - done
- e. Monica: Send a letter from GOER to DOL thanking them for cooperation with AI planning – done
- f. Adele: Inquire with GOER on funding coffee and plaque engraving for event
- g. Maureen: Confirm with OSC that coffee service is allowable for event & suggested vendor
- h. Barbara Agneta – Confirm with Recognition Committee the schedule and award presentation
- i. Adele: Discuss with GOER on topic of consultants' participation at AI as presenters for no fee
- j. Adele: Find out if consultants can participate in AI as presenters, reach out to Angela Angle for Myers Briggs
- k. Maureen: Contact Chris Seward re: possible presentation on Games/Improv from one of her staff
- l. Adele: Contact Pat Roach on presentation for Games
- m. Adele: Arrange for NCBI affiliate presentation on diversity training
- n. Darcy: Confirmed Master of Ceremony Steve Wood
- o. Darcy: Confirm participation of Cindy Knight from OPDV to assist with AI – done
- p. Darleen Walsh: Next meeting will discuss process for sending out call for presenters

NEXT AI COMMITTEE MEETINGS (Tentative at the time of posting)

August 7, 2009: 2:30 p.m., Thruway Authority, Albany

August 21, 2009: 2:30 p.m., Thruway Authority, Albany

September 11, 2009: 2:30 p.m., Thruway Authority, Albany

September 14, 2009: 1:00 p.m., OASAS, Albany

September 21, 2009: 1:00 p.m., OASAS, Albany

September 25, 2009: 1:30 p.m., Thruway Authority, Albany

September 29, 2009: 11:00 a.m., OASAS, Albany