

ILS Products Committee Meeting Minutes
January 13, 2022

Kate Mutch called the meeting to order at 11:04 a.m.

Present: Kate Mutch, Elizabeth Albin, Brenda Mahoney-Ayres, Desiree Saunders, Cara Nett, and Katie Rahman. Wendy Walton was absent.

There were no changes or additions to the agenda.

Kate explained that Katie was joining the committee as Desiree was leaving it.

The minutes of the December 9, 2021 meeting were read. Elizabeth made a motion to approve the minutes and Brenda seconded it. The minutes were approved.

Old Business:

Des reported she had created a google survey form to gather information updates for the ILS google document. When asked if there were any changes to be made to it, the following items were suggested:

- Kate recommended changing Question 16 as it only allows one oval to be marked and there could be multiple devices being used.
- Elizabeth suggested adding a question about the type of calendar software being utilized.
- Kate also suggested adding a place to list contact information.

It was agreed to send the survey to the director's list and then follow-up with the regions. The survey will be ready to send out on February 4, 2022.

New Business:

As we transition to representation by regions, Cara asked if Region 5 was still vacant as well as Region 1 and 2 as it was not listed as such on the website. It was determined all three regional representations are vacant and Des will update the website.

The next meeting will be February 10, 2022 at 11:00 a.m.

With no further business, the meeting was adjourned at 11:21 a.m.

Recorded by – Brenda Mahoney-Ayres