

# TTN Action Team Report, June, 2010

Team Name	Certification Team
Team Co-Chair	Mary Flanagan
Objective -- what key activity is your team working on?	<ol style="list-style-type: none"> <li>1. Certification Guide Revision - Phase I - COMPLETED! Getting it up on website asap</li> <li>2. Forming 2 task teams to develop recommendations for January meeting in SA on               <ol style="list-style-type: none"> <li>a. Design Competency</li> <li>b. Refinement of standards for what passes certification</li> </ol> </li> <li>3. Educate all course grads about CTF &amp; "certification" designation:               <ol style="list-style-type: none"> <li>a. One-page flier distributed to all registrars for distribution in courses</li> <li>b. Responding to "certification" violators as needed</li> </ol> </li> <li>4. Adding CTF sub-page to TTN Group Site - access only by CTFs</li> <li>5. Criteria for becoming an "assessor"</li> </ol>
Reflective -- what is a team success?	<p>Certification Guide that is clear &amp; user-friendly, available via website and distributed at MToPs this Summer</p> <p>Agreement on addition of Design Competency &amp; concurrence by international colleagues in 2011</p> <p>Continued refinement &amp; consistency regarding application of standards during assessment interviews</p> <p>4 new CTFs resulting from May 1 MN assessment event. 10 total so far for 2010! Re: pipeline. . .California MToP is filled to the brim!</p> <p>Assessor qualifications &amp; journey will be discussed &amp; refined in January 2011.</p>
Reflective -- what is a team challenge?	<p>Recruiting &amp; launching two more task teams</p> <p>Getting registrars to copy and distribute description of Certification &amp; use of the language - and not feel legalistic.</p>
Interpretive --what assistance or guidance would help you move forward?	<p>Thank you Ester Mae for the final edit of the Guide.</p> <p>Support from all registrars distributing the flier clarifying certification designation</p>

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Team Name	Certification Team
<b>Decisional --</b> where do you see collaboration points with other action teams, the TTN leadership team, or ICA?	Marilyn is coordinating with ICA to get revised Guide up on website.

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<b>Team Name</b>	<b>San Antonio Host Team</b>
<b>Team Co-Chair</b>	Mary Flanagan
<b>Objective --</b> what key activity is your team working on?	<ul style="list-style-type: none"> <li>• Action Plan COMPLETE!</li> <li>• Developing budget &amp; establishing registration fee for January meeting in time for Oct. 1 early bird on-line launch</li> <li>• Planning non-meeting optional activities for participants</li> </ul>
<b>Reflective --</b> what is a team success?	<ul style="list-style-type: none"> <li>✓ Create &amp; manage a budget - KISS</li> <li>✓ Provide opportunities to experience San Antonio Cultures</li> <li>✓ Create registration process – in coordination with ICA – comprehensive, user friendly</li> <li>✓ Treat each attendee as a guest in our own home</li> <li>✓ Great goodie bags</li> <li>✓ Sponsor a river excursion – with transportation – Friday?</li> <li>✓ Offer menu of non-river events with hosts &amp; options – Saturday?</li> <li>✓ Facilitate virtual experience with equipment &amp; budget</li> <li>✓ Signage, room coordination, logistics, supplies, roster</li> <li>✓ Host team easily identifiable &amp; helpful</li> <li>✓ Be prepared to host 100 people</li> <li>✓ Sunday evening celebration</li> </ul>
<b>Reflective --</b> what is a team challenge?	<ul style="list-style-type: none"> <li>• NO PROGRAM TEAM! Must have their space needs clear prior to finalizing budget &amp; setting registration</li> <li>• NEED FINAL DECISIONS re: pre-session meetings by August 1st.</li> </ul>
<b>Interpretive --</b> what assistance or guidance would help you move forward?	<ul style="list-style-type: none"> <li>• <b>Can Marketing/Communications Team do promotional pieces if we get you the info? Please???</b></li> </ul>
<b>Decisional --</b> where do you see collaboration points with other action teams, the TTN leadership team, or ICA?	<ul style="list-style-type: none"> <li>• <b>Question to Leadership Team:</b>  <b>What is the consensus regarding target size of meeting in January? This has HUGE implications on program design. Is this a meeting with most sessions as a whole, or are we looking at concurrent workshops for a larger crowd?</b>   <b>Is this decision really in the hands of the Leadership Team?</b></li> </ul>

**ACTION PLAN**  
**June 15, 2010**

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**Focus Question:** What are the key actions we must take between now and January 2011 to ensure that the TTN Meeting in San Antonio is well hosted?

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**The TTN Annual Meeting Host Team handles all logistics including local site selection, registration, on site supplies and fees.**

**They work with the program team in terms of local attractions or events that can be included within the program.**

Richard Alvarado  
Jose Antonio Contreras  
Ester Mae Cox  
Romelia Escamilla  
Mary Flanagan  
Roland Mazuca  
Jennifer Moriarty

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## GIVENS: TTN Annual Meeting & Conference

- Certification Pre Meeting - Thursday, January 27th, 2011
- No info regarding other pre-sessions
- Friday, January 28, 2011 -- 3:00pm to Monday, January 31, 2011 -- 2:00pm
- Oblate Renewal Center, San Antonio TX
- We don't yet have a program team -- cannot control that -- can assume sessions will go from 9am - 5:15pm.
- Book charting, yoga, etc -- 7:30am - 8:30am?
- Interest on part of TTN to continue to reach out to & include new participants
- Lodging available at ORC - \$65.00 each double occupancy
- Overflow lodging available at Aloft -- if payment made through TTN, tax exempt
- Celebration of who is here -- chance to be silly. . . (lunch, dinner, reception???)
- Sunday evening celebration - Certification, ToP Champions, etc. . .
- Receptions Friday and Saturday night???
- Virtual participation
- Supplies
- Copies, printing, etc. . .

## TTN Action Team Report, June 2010

- All people from out of town said SA is really nice – friendly
- Lots of people saying thank you
- Goodie bags with all sorts of yummy things in them
- 1/3 of participants – never been before
- Really learned how to use virtual participation effectively
- Man, I've never seen so many brown people at one time
- We met our goal
- They really liked the social events
- Great event at the end – music, goodies, dancing
- Got our mayor to come out – his mom is top trained
- Had some really unusual after hours activities
- We didn't get a whole lot of sleep – but it was worth it
- Accommodations – everything went really smoothly – airport travel, etc
- Weather nice
- Made new folks feel really well
- People liked the signage
- No emergencies-and we were prepared if they did happen
- There was not a single tech. glitch
- Tables were big enough for people to put their laptops on
- We were paperless mostly
- I liked that coupon idea & it went over . Made new folks get to know each other – pins
- They thought the drumming circle was crazy
- Mariachi group
- Conjunto group – Zanmora family
- Some amazing takeaways
- We were great as a team
- No major meltdowns

## TTN Action Team Report, June, 2010

### Strengths

- We did the ToP Users conference in 05
- Great time of the year
- Ester Mae w/ Virtual talents
- Good diversity of perspective on team
- We have a good sense of San Antonio & great connections to local culture
- Lots to pick from
- A lot of experience with conferences
- follow through & commitment
- Good venues
- Great location
- Close to great restaurants
- We're the first planners out of the gate
- Renewed sense of partnership with ICA/ TTN

### Benefits

- New colleagues nationwide
- More locally trained folks involved & engaged
- More people interested in training & certification
- Might get more bilingual facilitators
- Got publicity about ToP

### Weaknesses

- We're busy people with lots of things on our plate
- Some of us are a little further distance
- Weather is unpredictable – Texas weather
- No program committee
- Form does follow function, & we may have to adapt to program committee if they have a great idea
- There's only 6 or 7 of us

### Dangers

- They'll want it to be here every year
- We might overwhelm the Oblates with demands
- Set the bar too high for the next host committee

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## COMMITMENT

- ✓ Create & manage a budget - KISS
- ✓ Provide opportunities to experience San Antonio Cultures
- ✓ Create registration process – in coordination with ICA – comprehensive, user friendly
- ✓ Treat each attendee as a guest in our own home
- ✓ Great goodie bags
- ✓ Sponsor a river excursion – with transportation – Friday?
- ✓ Offer menu of non-river events with hosts & options – Saturday?
- ✓ Facilitate virtual experience with equipment & budget
- ✓ Signage, room coordination, logistics, supplies, roster
- ✓ Host team easily identifiable & helpful
- ✓ Design activities that will create opportunities to network
- ✓ Be prepared to host 100 people
- ✓ Sunday night celebration



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## CALENDAR OF ACTIONS AND TEAMS

What are the key actions we must take to host the TTN meeting in January 2011?

Team Members	Team Name	Launch	June, July	August, September	October, November	December, January	On Site January 25-28	Victory
Mary Jennifer	Money Talks	Review past finances, develop budget template 6/23		Coordinate virtual with EMC 8/15 Establish budget 9/1 Set regis. fee 9/1 Coordinate space needs w/ Oblates & Prg. committee 9/1 ID registration questions 9/1 Coordinate publicity w/ Mkt team 9/1				Oct. 1 early bird registration online All participants feel well-hosted Positive partnerships established & maintained
Romelia, Roland	Social Bees	Research opps for Fri. & Sat. evening activities	Create opps for people to network & get supplies Price bus transportation Plan for/ coordinate pre-dinner receptions Define SA culture experiences	Plan for/ coordinate morning activities	Recruit local volunteer drivers for non-Riverwalk activities			Water cooler talk!
Jose	Lojes-techs	Set due date for Program committee (9/1?)		Inventory & select SACVB resources Get quote from Fuerza Unida for tote bags Contact art venues/ galleries/ theatres for "collateral materials" Gather goody bag items	Create "host" identifier ribbons Be prepared for copies as needed Make list of all signage needs & room assignments	Assign room captains Organize & staff registration table Develop logistics notebook	Create list of volunteers Conduct brief orientation for volunteers Prepare & distribute roster of attendees	Smooth Sailing!  February - Volunteer appreciation party

**TTN Action Team Report, June 2010**