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**Participate. Educate. Facilitate. Innovate.**

**www.top-network.org**

**2013 ACTION TEAM REPORT**

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| **Team Name:** | **Top Toolkit Team** |
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| **Team Members:** | Beth Glommen and Tramaine Paul McMullen |
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| **2013 Accomplishments** | |
| * + Collect Materials, resources and templates for Top Facilitation methods   + Conducted a survey which contained the following information     - demographic information     - recommended resources   + Survey results were used in top newsletter to inform members | |
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| **2013 Learnings/ Insights** | |
| * + We learned that it is important to have a easily accessed file to information for group members   + We learned that a survey can quickly provide a lot of information and gather the knowledge of the group (i.e. list of recommended books or energizers)   + We learned that life happens. During this project, both team members got married! YAY!   + We learned to keep our pace and goals realistic for what we could do.   + Use of Dropbox to collect and review the materials has been very valuable.   + Because of the project, the groupsite with Top Materials has become a very valuable resource as well. | |
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| **2014 Anticipations** | |
| * + New team members will  help find ways to get the information on the ToP Network site. | |
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| **Why you want other ToP Network Members to join you in your efforts:** | |
| * + To help figure out the best way to display the tools and templates on the ToP Network web site.  This will make the materials available to all members. | |
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**Submitted by: Beth Glommen and Tramaine Paul McMullen**