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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**