

Building Virtual Capacity – San Antonio (Annual Meeting) Training
September 22, 2010 – Notes
Attending: Sue Laxdal, Catherine Tornbom, Sheila LeGeros, Ester Mae Cox

Proposal Feedback....

Complex to collect the \$25

Make a suggested donation to ICA - Make a suggested donation of \$100

Create a little kitty for software/development for the VF committee

Not track it - with donation idea

Love idea of donation to ICA - love idea of the "kitty"

Ear-marked for technology update - could we ask ICA to do this?

ICA contribution is tax-deductible

Decision –

*\$25 donation to ICA for participation in the pre-annual meeting virtual session

*Honor system – no tracking

*ICA provide receipts as requested by donor

*Donor claims tax deduction if desired

How many sessions are we offering? Proposal is to offer 3.

- a) Elluminate – Jo and/or Wayne Nelson, Catherine Tornbom
- b) Adobe Connect Pro – EMC needs to recruit for this
- c) Mindjet Mind Manager + Citrix - Jerry Mings, Sheila LeGeros

- 1) For making comparisons, ask each team responsible for each of these tools to show off the best ToP application for this tool - show off what the tool can do
- 2) Make it a participatory exercise
- 3) Conduct a sandbox session before the ToP event session
- 4) Point to the Friday night event to get people there
- 5) Registrations done via TTN Groupsite

Participants during the IAF experience really didn't remember the details of their experience by the time they got to the F2F meeting. Make sure to document during the meeting itself what we want documented and brought to San Antonio.

The Friday night session in San Antonio:

- 1) Create comparison matrix to the 3 pre-conference sessions
- 2) Use graphic representation to help people remember which was which
- 3) Share the compiled data from the 3 pre-conference sessions as context for a focused conversation – 45 minutes
- 4) Lead to recommendations of specific tools for specific methods (sessions will present different ToP methods – showcase ToP method and tool)
- 5) Outcome: How does one choose technology that achieves the objectives? Cool to have guidelines to give to people.
- 6) Decision point for our participants: How are folks going to fit VR into their practice or not?
- 7) Viable outcome is user groups or buddy system to explore and learn.

What are Next Steps?

Document the work of tonight & post to TTN Groupsite - Ester Mae
Organize the pre-conference sessions – timeline, end-of session survey data collection, registration, tracking participation (Schedule & Register (RSVP) with TTN Groupsite), Minimum equipment needs (Insist on headset with mic) – Catherine Tornbom, Cheryl Kartes (Ester Mae to follow up with Jerry Mings and recruit 3 people for the Adobe Connect Session)

Organize Friday night event - Ester Mae, Sue Laxdal

End of Meeting Reflection....

What word or phrase do you remember from tonight's meeting?

- Still had difficulty connecting at the beginning
- We have a framework for the pre-conference and conference session. Have wheels under some of it, but need more work.

What was energizing about our session tonight?

- * Being connected with ya'all.
- * Gaining more clarity on the overall process
- * Needed to get back into content and found it energizing to get back into it.

Where did you find yourself wanting to go to sleep?

- * Hanging on to music and couldn't get anyone to connect with me!
- * Confused about the action steps and just didn't deal with it.
- * Took a break after connecting - haven't had dinner yet - closed down after getting Skype connected

What are you looking forward to at the TTN Meeting?

- * Lots and lots of buzz about virtual
- * Someone else being chair next year
- * To the excitement that will get generated on Friday and the conversation will continue throughout the weekend and the potential to our work.
- * Seeing and hearing the oohs and aahs and WOWs that I'm experiencing now - lovely energetic moments

How can we support each other?

- * As we nail down small things we need to talk to each other about this to help us keep on keeping on! Emails or whatever.
- * Will set up an apt at the Apple Store to check it out - virus? Figure it out!