



## TRAINING RESOURCES AND INFORMATION NETWORK MEETING MINUTES April 13, 2018

The monthly meeting of TRAIN (Training Resources and Information Network) was held at Carrs restaurant at 11006 Bridgeport Way SW Lakewood, WA 98499 beginning at 8:30 a.m.

### TRAIN MEMBERS PRESENT

Name	Government Agency
Amelia Fortuno	Bates Technical College
Julianne Briggs	City of Federal Way
Phil White	City of Lacey
Jesse Bainville	City of Lakewood
Deb Howard	City of Port Orchard
Cathy Journey	City of Tacoma
Kacee Woods	City of Tacoma – Tacoma Public Utilities
Erin Neff	Kitsap County
Karen Holt	Kitsap Public Health District
Kelly Evans	Kitsap Public Health District
Lucretia Robertson	Kitsap Regional Library
Robert Blyden	Pierce College
Kyle McPherson	Pierce County
Maura Maye	Pierce County
Steve Champion	Pierce County Library
Larry Delgado	Pierce Transit
Maribel Centeno	Seattle Municipal Court
Julie Ciccarelli	Tacoma Public Library
Carolyn Korst	Tacoma-Pierce County Health Department
Cheryl Knight	Washington State Board of Industrial Insurance Appeals
Elizabeth Laukea	Washington State Library

This is seventh meeting of the September 2017 – July 2018 sponsoring period

### LAYING THE TRAIN TRACK FOR 2018

Discussion Topic	Summary and Outcome
Review Action Items <i>List selected as top priorities for TRAIN</i>	<ol style="list-style-type: none"> <li>1. <u>Bank of Speakers</u> <ul style="list-style-type: none"> <li>• Phil White has received 3 responses so far. Send trainers and vendors that your agency uses to <a href="mailto:pwhite@ci.lacey.wa.us">pwhite@ci.lacey.wa.us</a>.</li> </ul> </li> <li>2. <u>Shared online library of Resources and Training bank</u> <ul style="list-style-type: none"> <li>• Pierce County can create another page under the TRAIN webpage. However, yet remains is who is going to maintain the page? If your agency is interested in developing a TRAIN/resource page on your website, please email <a href="mailto:kmcphe1@co.pierce.wa.us">kmcphe1@co.pierce.wa.us</a></li> </ul> </li> <li>3. <u>Welcoming new members</u> <ul style="list-style-type: none"> <li>• Maura suggested that the padfolio with resources shared at the</li> </ul> </li> </ol>

Review Action Items <i>(continued)</i>	<p>March meeting become electronic. Maintaining the documents could be shared more easily and updated.</p> <ul style="list-style-type: none"> <li>• Kyle will send a copy of the TRAIN full list to Sun, Cathy and Deb.</li> </ul>
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## REGISTRATION SOFTWARE

Discussion Topic	Summary and Outcome
Registration Contracts	<p>Maura gave an update on the Cvent contract. The agreement for Cvent has been settled. TRAIN will not have to pay for any services with this vendor. There are currently two options for registration software:</p> <ul style="list-style-type: none"> <li>• RSVPBook.com <ul style="list-style-type: none"> <li>○ No upfront fees</li> <li>○ \$1.99 per registrant</li> <li>○ \$.75% service fees</li> <li>○ PCI compliant</li> <li>○ Does not have banking services</li> </ul> </li> <li>• Eventbrite <ul style="list-style-type: none"> <li>○ \$1.99 per registrant</li> <li>○ 2.5% service fee</li> <li>○ 3% processing fee</li> <li>○ \$500 optionally silver package – additional customer service</li> </ul> </li> </ul> <p>Both vendors you can build your own program out. Maura will demo both and provide input at the May meeting. It was also suggested to check into WOW! vendor.</p>

## WORKSHOP PLANNING

Discussion Topic	Summary and Outcome
Workshop ideas in lieu of a formal Supervisors Conference this year	<ul style="list-style-type: none"> <li>• Full or half day workshop?</li> <li>• Same topic, different theme (morning/afternoon)</li> <li>• Possible location? Environmental Services Building, Pierce County Library or Pierce Transit</li> <li>• No lunch</li> <li>• Possible presentation on Keeping bias out of your Hiring</li> <li>• Cost for attendees?</li> <li>• Date?</li> </ul> <p>All members present were in favor of inquiring with Connie Poulsen from Poulsen Management Training and Consulting on presenting in the fall and reserving \$2,500 for her service. Maura will follow up on potential dates that she is available.</p>

## WRAP UP

Discussion Topic	Summary and Outcome
Training Needs and Resources	<p><u>Training Need</u>: Crisis Management. Maura will follow up with Superior Court. Contact <a href="mailto:cheryl.knight@bija.wa.gov">cheryl.knight@bija.wa.gov</a> with any additional resources.</p> <p><u>Training Need</u>: Equity workshop. Contact <a href="mailto:lrobertson@krl.org">lrobertson@krl.org</a> with any additional resources.</p>

Training Needs and Resources	<p><u>Resource:</u> WA State Board of Industrial Insurance Appeals shared the upcoming SHRM Olympia event on May 15 – Fight for Talent: Why Engagement Matters! <a href="#">Register here</a>.</p> <p><u>Resource:</u> Facilitating conversations on race. August 9-10. \$275 for both days. Contact <a href="mailto:eneff@co.kitsap.wa.us">eneff@co.kitsap.wa.us</a> with any questions.</p>
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*Meeting adjourned at 9:25 AM.*