Unified Carrier Registration Plan
Education and Training Subcommittee Meeting

May 14, 2020
Noon – 3:00 p.m. ET

Zoom Meeting and Screenshare

Subcommittee
Members
Carol Fallin, Subcommittee Chair
Sandy Bowling, Subcommittee Vice Chair
Matthew Perkinson
Kacy Dunn
Jessica Kines
Jessica Barnes
Tamara Young
Jennifer Morgan
Brian Pederson
Brenda Hassler
Scott Morris
Bill Debord
Crystal Stevens

UNIFIED CARRIER REGISTRATION PLAN

Education and Training Subcommittee Meeting

<u>Minutes</u>

I.   Call to Order
The Subcommittee Chair welcomed attendees, called the meeting to order at 12:05pm ET, called roll for the Subcommittee, confirmed a quorum was present, and facilitated self-introductions.

II.   Verification of Publication of Meeting Notice
The UCR Executive Director verified the publication of the meeting notice on the UCR website and distribution to the UCR contact list via e-mail on May 5, 2020. This was followed by the subsequent publication on May 8, 2020 in Vol. 85, No. 90 of the *Federal Register*.

III.   Review and Approval of Subcommittee Agenda and Setting of Ground Rules
The Subcommittee Agenda was reviewed, and the Subcommittee considered adoption. A MOTION to adopt the agenda was MADE and SECONDED. The MOTION CARRIED.

IV.   Approval of Minutes from April 16, 2020 Meeting
The UCR Operations Manager presented the draft minutes from the April 16, 2020 Education and Training Subcommittee meeting for review. A MOTION to approve the minutes was MADE and SECONDED. The MOTION CARRIED.

V.   Update on Education and Training Modules
The UCR Technology Director reviewed the development of each of the three education and training modules (Enforcement, UCR 101, and National Registration System), including format and budget. The Subcommittee discussed and provided comments on the education and training modules.

VI.   Role of Subcommittee in Development of Modules
The UCR Technology Director led a discussion on the need for assistance and guidance from the Subcommittee on development of the modules and the review of module drafts.

VII.   Planning for Education and Training Sessions at June 8, 2020 Meeting
The Subcommittee Chair led a discussion on the latest plans for UCR to host several live education and training sessions currently scheduled for June 8, 2020 via Webinar/Teleconference.

VIII.   Other Items
The Subcommittee Chair called for any other items committee members would like to discuss. There were no extraneous discussion topics.

IX.   Adjournment
The Subcommittee Chair adjourned the meeting at 12:52pm ET.