



**Unified Carrier Registration Plan
Education and Training Subcommittee Meeting**

**February 15, 2024
12:00 PM – 3:00 PM Eastern Time**

Subcommittee Members in Attendance Present:

Carol Fallin, Chair
Crystal Stevens, Vice-Chair
William Debord
Brenda Hassler
Jennifer Morgan

Subcommittee Members Absent:

Brian Pederson

Others in Attendance:

UCR: Avelino Gutierrez, Alex Leath
Kellen: Tom Gooding, Matt Mantione, Michelle Hall
Seikosoft: Toby Piquet, Lori Lefai

**UNIFIED CARRIER REGISTRATION PLAN
EDUCATION AND TRAINING SUBCOMMITTEE MEETING
February 15, 2024**

APPROVED MINUTES

- I. Call to Order** – UCR Education and Training Subcommittee Chair
The Subcommittee Chair welcomed attendees, called the meeting to order, called roll for the Subcommittee, confirmed whether a quorum was present, and facilitated self-introductions.
- II. Verification of Publication of Meeting Notice** – UCR Executive Director
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 February 7 followed by the subsequent publication of the notice in the *Federal Register* on February 12, Vol. 89, No. 29, beginning on page 9915.
- III. Review and Approval of Subcommittee Agenda and Setting of Ground Rules** – UCR Education and Training Subcommittee Chair
The Subcommittee Agenda was reviewed. A MOTION to approve the agenda was made and SECONDED. The MOTION carried unanimously.
- IV. Review and Approval of Subcommittee Minutes from the August 17, 2023 Subcommittee Meeting** – UCR Education and Training Subcommittee Chair
Draft minutes from the August 17, 2023 Subcommittee meeting were reviewed. A MOTION to approve the minutes was made and SECONDED. The MOTION carried unanimously.
- V. Project Development** - UCR Education and Training Subcommittee Chair
The Subcommittee Chair discussed the development of key projects. The projects discussed included the optimization and redesign of the website, the educational audit taskforce, and the creation of a video explaining the purpose and value of the UCR Plan and the National Registration System it operates.
- VI. Other Business** – UCR Education and Training Subcommittee Chair
The Subcommittee Chair called for any other items Subcommittee members would like to discuss.
- VII. Adjournment** – UCR Education and Training Subcommittee Chair
The Subcommittee Chair adjourned the meeting.