

**AVATAR Partnership Region: \_\_\_\_\_\_\_12\_\_\_\_\_\_\_\_\_\_\_**

**Meeting/Session Documentation Form**

Form should be completed after each meeting and given to the Regional AVATAR Coordinator/Facilitator

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting:** | HOT P-20 Regional General Council Meeting | | | | |
| **Meeting Purpose:** | AVATAR Update, Business and Industry Panel Presentation | | | | |
| **Date:** | 12/19/12 | **Start Time:** | 8:30 a.m. | **End Time:** | 10:30 a.m. |
| **Meeting Coordinator/ Facilitator:** | Christine Holecek | **Location:** | | Waco ISD Board Room | |
| **Meeting Recorder:** | Sheryl Kattner-Allen | **Meeting Timekeeper:** | | Sheryl Kattner-Allen | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 8:30 | Welcome from Waco ISD | P | Bonny Cain | Welcome |
| 8:35 | Business and Industry Panel Presentation | P | Dr. Harold Rafuse | Presentation by members of the Waco Business League |
| 9:15 | Greater Waco Manufacturing Academy | P | Donna McKethan | Overview of new Business Partnership with the GWMA |
| 9:45 | Overview of College and Career Readiness with a business input | P | Jeni Janek | Discussion of business involvement P-20 initiatives |
| 10:10 | AVATAR update | P | Chris Holecek | Gave a list of the team members and the AVATAR Action plan for spring 2013 |

**Agenda Format Key:** P = Presentation, F = Feedback, D = Decision-Making, W = Work Group, O = Other, with explanation

**AVATAR Meeting Minutes**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Person Responsible** | **Due Date** |
| Next Meeting Date and Location TBD | Eunice Williams-HOT Workforce Solutions | December 31 |
| Next AVATAR team meeting | Dr. Fred Hills, McLennan Community College | February 8th |
| Create online collaborative site | Londa Carriveau, McLennan Community College | January 2013 |
|  |  |  |
| **Notes** | | |
| Bring AVATAR update to the next General Council Meeting on March 6, 2012   * Sign in Sheet attached | | |

**Meeting Participant List**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Organization/Institution** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |