

OKACTE AWARDS COMMITTEE MEETING MINUTES

Wednesday, July 29, 2020 10:00am

ZOOM Conference Room ID 212-711-8159

I. Welcome/Roll

II. Review and Approve Minutes, August 2019

III. Policies and Procedures Review: A digital version of the Policies and Procedures for the OKACTE Awards Committee was reviewed by the committee with special emphasis given to highlighted areas. It was stressed that committee members are responsible for making sure candidates meet qualifications including years of service and membership.

IV. Overview of Awards Process

- i. Review year timeline/process: The timeline for application due dates, judging and interviews were reviewed. The timeline will be strictly followed.
- ii. Reasons for dates: The timeline will be strictly followed. Candidates will have from Nov. 1 – March 1 to submit their applications.
- iii. Challenges with the nomination process: When someone is nominated for an award, it is up to the committee members to make sure the candidate is qualified. You can check membership status through OKACTE or through the head of your division.
- iv. Responsibilities of the Divisional Awards Chairs:
 1. Recruiting Candidates
 2. Reviewing their eligibility for the award & division status
 3. Contacting your Committee members to ensure there is follow through
 4. Distribution of forms/awards materials

V. Dates/Timeline for Next Year

1. Award Winners Workshop-September 9 : This is professional development for state winners to prepare them for Region IV. Candidates who attended this workshop last year were better prepared.
2. Awards Workshop – November 19, 2020: This is an informational meeting for all award chairs. Any new chairs should also attend.
3. Award Deadlines: A digital version of the deadline sheet was distributed.

Minutes submitted by: Natalie Jordan/BMITE Awards Chair.