

## Webinar Committee

**Members Present:** Don Schaffner (New Chair), James Dickson, Doug Marshall, Manan Sharma, Manpreet Singh, and P.C. Vasavada.

**New Members Present:** Veronica Bryant (New Vice Chair) and Kaitlyn Casulli.

**Board/Staff Present:** Kali Kniel and Tamara Ford.

**Number of Attendees:** 10.

**Members who could not attend due to conflicts:** Gary Acuff and Wendy White.

**Meeting Called to Order:** 9:00 a.m., Sunday, July 21, 2019.

Jim Dickson made a motion to approve the minutes from the 2018 Annual Meeting and Doug Marshall seconded the motion. The minutes were approved via unanimous voice vote.

Kali Kniel provided an update from the Board and discussed that the Foundation funds will be used to sponsor the webinars. Kali Kniel discussed and encouraged the use of IAFP Connect for communications.

We had a discussion on increasing the members in the Webinar Committee. It was proposed that we have the capacity to recruit and grow the Committee from the current 12 to 16 members. At the moment there are a few

(3 or 4) members who have not been active in the Committee and Manpreet and Tamara will be communicating with these inactive members to see their continued interest. Several new members have been proposed to join the Committee and the Committee will be communication with these

members to gauge their interest in joining the Committee.

There were further discussions regarding schedule conflicts with the other PDGs that may prohibit members of the WC to attend the meeting. We propose starting the meeting at 8:30 a.m. on Sunday limiting the length to 1-hour to avoid/minimize overlap with PDG meetings.

The Webinar Committee discussed engaging with the PDGs regarding general themes of symposium proposals and seeks input to invite members to submit proposals for webinars. We will be actively engaging with members whose proposals are not accepted by the Program Committee and requesting proposals for webinars.

We discussed developing a short summary of the start to finish webinar process to aid those seeking to give webinars.

Tamara will develop a web-based form for proposal submission for easier submissions and review by the Webinar Committee. There were discussions about having a "check box" on the symposium submission forms to gauge interest for webinars in the event of an unfavorable response from the Program Committee.

We will be seeking timely topics on outbreaks, season-

al events via IAFP Connect for volunteers to develop these webinars.

### Recommendations to the Executive Board:

1. Due to Manpreet Singh's obligations as the Chair of the Program Committee, he has resigned as Chair of the Webinar Committee.
2. The Committee recommends Don Schaffner as the new Chair, effective at the end of IAFP 2019.
3. The Committee recommends that Veronica Bryant be appointed as the Vice Chair of the Webinar Committee effective at the end of IAFP 2019.
4. The Committee recommends that the meeting time be changed to 8:30 a.m. on Sunday to minimize overlap with PDG meetings.

**Next Meeting:** August 2, 2020, Cleveland, Ohio.

**Adjourned:** 10:00 a.m.

**Chairperson:** Donald Schaffner.