

Meeting Information	
<b>Topic</b>	Reference Materials Working Group Conference call
<b>Chairs</b>	Alex Krynitsky (present) and Pierce McCarron (absent)
<b>Date</b>	06-26-2019
<b>Time</b>	11:00 AM – 12:00 PM EST
<b>Location</b>	FreeConferenceCall.com
<b>Attendees</b>	Jo Marie Cook, Alex Krynitsky, Don Shelly, Brittany Holmes, Brian Eitzer, Kannan Srinivasan, Jessica Krank, Rick Jordan, Sherri Turnipseed, Joe Konschnik

Discussion	
Topic	Comments
Host	➤ Alex Krynitsky chaired the meeting, Jo Marie facilitated.
Logistics	➤ This call was not recorded
Meeting Minutes	➤ Minutes of June 12 <sup>th</sup> meeting approved. Don Shelly first motion, Joe K. seconded. Motion carried, voted and approved. Abstentions: none
Proposal	
NACRW Meeting Agenda & Planning	Proposed Agenda: 1. Introduction & Overview – Jo Marie C. 2. Mission Statement – Alex K. & Pearce M. will draft, Alex will present 3. Guidance Document Outline – Joe K. 4. Glossary of Terms – Brittany H. 5. Brainstorming Exercise – TBD 6. Open Discussion 7. Call for sub-committee volunteers 8. Summarize Action Steps
Glossary of Terms	Jo Marie displayed the RMWG web page which contains the current draft version of the Glossary document Melissa created. She noted some WG members had already reviewed the document and sent her comments and suggestions for changes and additions.
Guidance Document Outline	Jo and Joe K. will draft a general outline and Joe K. will present it during the meeting on July 21 <sup>st</sup> at the NACRW RMWG meeting. The Brainstorming exercise will facilitate further input toward completing the outline.
Action Items	<ul style="list-style-type: none"> <li>➤ Alex K. and Pearce M. will draft a mission statement and Alex will present it during the July 21<sup>st</sup> meeting.</li> <li>➤ Joe K. &amp; Jo Marie – construct general outline for Guidance Document based on current input from rest of WG members. Joe will present at July 21<sup>st</sup> meeting.</li> <li>➤ Joe K. will ask Don Shelly if he would like to facilitate the brainstorming session at the WG meeting in July.</li> </ul>
Next Meeting Date Reminder	➤ The next meeting will be our RMWG meeting in person on July, 21 <sup>st</sup> 2019, Naples Grand Beach Resort, Orchid 1&2, Naples, Florida.
Adjournment	11:35 am