

Dewar COEHS Meeting Documentation Form

This form should be completed by all non–statutory committees/groups for meetings associated with the COEHS.

Statutory committees are required to maintain formal minutes.

The completed form should be filed according to approved COEHS policies and procedures.

Committee/Group Name: CEU Lecture Committee

Chairperson/Responsible Contact: Jade Coston

Purpose of the Meeting: Update on September CEU Lecture and Planning for Spring 2015 Lecture Event

Date: 08/22/2014 **Time:** 9:00 am **Location:** HSBA 2005

Departments/Participants/Groups/Agencies Represented: Dr. Jade Coston, Dr. Lynn Adams, Ms. Tanya Enloe, Ms. Melissa Carter, Ms. Lisa Wagner

Primary Outcomes: Information for handouts has not been received from speaker. Lisa will create a rough draft for the brochure and complete when speaker forwards final details. Mailing labels have been created. Responsibilities delegated: Room layout: Jade. Lapel Mic: Jade/Lisa. CEU/ASHA info: Tanya. NSSLHA Volunteers: Jade. Presentation materials will be completed ASAP when info is available. Tanya will contact Mrs. Hull to invite her to the event. Suggested topics for spring lecture are language development/cultural diversity and preschool language/early intervention. Possible date for spring event is March 6.

Actionable Items/Planned Follow-up: Prepare materials/brochure as soon as possible after receipt of information from guest speaker.

Revised 11/15/12