

Let's start with the simplest fix: You can certainly start by lopping off everything from page 21-44. These pages refer to loops and include instructions as well as examples and prototypes of communications using the loops. The loops no longer exist.

pages 3-4: Eliminate entirely

page 5: **Between Workshops** retain #8 & 10; #11 Notification of meeting and due dates have not been provided on a regular basis; to be honest, unless something unusual occurs, since the ongoing and upcoming workshops are prominently displayed on the home page of the website, it seems superfluous to have a pro-forma report telling the board what workshops are current and next. There is no mention of requiring or requesting the Workshop Chair to attend Board meetings. And that has not been the past practice.

Page 5: **Planning for Next Year**; Eliminate #1 (There have been and are no committee members); #2 the dates in this paragraph have never been adhered to as far as I know. When we changed over to hosting on our website October became the deadline for firming up the schedule.* September makes sense if the Board actually wants to discuss. In my experience there has been no discussion by the Board. If this changes, some procedure needs to be inserted to provide how and when the Board will communicate its questions and concerns.

**Re the May-June dates. it's not practical to expect to obtain schedule workshops in some cases 18 months in advance (June of prior year to December). Presenters will not be able to predict their availability and new and interesting workshop possibilities will be missed. FTHRW would likely be limited to the backlists of repeat presenters who are not in demand elsewhere).*

Paragraphs #3,4,&5; #3 our new format eliminates all this; the Webmaster retrieves the presenters information forms and uses those; #4 eliminate: most of these jobs no longer exist because they are part of the website's process; I have been moderating all of the workshops. I recommend that this continue to be the practice. With other duties eliminated the Chair should have time to take on the minimal work involved in welcoming,

concluding and responding to issues (generally technical) that arise during and before the workshops begin. Her job is to interface with the tech team issues relating to posting problems or registration of non-members arise. This is primarily a public relations function, making sure that concerns of presenters and participants are responded to as soon as possible and that the issues are resolved. This is the most important aspect of the Chair's job.