

Awards Committee Meeting Agenda
December 6, 2009 1200-1330
Marriott Field Office- Lobby

DISCUSSION ITEMS:

- **Introduction of Committee Members** – Nora Aldape, Karen Davis, Yolanda Dickey, Anthony Erazo, (b)(6) Antoinette Ketchum, Diane Wescoffe
- **Structure and Expectations**
 - Discuss Leadership structure and expectations of the committee
 - Establish Norms
- **Group Discussion** – Develop a briefing strategy that's consistent and captures Playbook members and BDO peer groups.
- **What's next? Preparation of the 1st Quarter Awards Ceremony:**
 - Advertise/Encourage participation from everyone
 - Location where event can be held
 - Guest Speaker
 - Decorating theme
 - Master of ceremonies
 - Potluck Sign- up Sheets
 - Naming of the BDO/Playbook group contest
 - Award for Playbook Team
 - Team Award??- recognizes teamwork/collaboration between Playbook/BDO teams and IAS,IAH personnel

Notes:

- Event organizer - both by business speaker, themes of awards, - hire videographer
- Secretary - Administrative, meeting minutes, - Yolanda Dickey
- Team leader - Direct with Anthony Ketchum as manager - Antoinette Ketchum
- Additional - Diane Wescoffe

Possible Team Awards for maybe someone from track part who helped you or maybe firs who ever helped us as a team

Oct, Nov, Dec. 31st Nominations by Jan 15th pickd

Jan 20th Ceremony - 10th Floor Room
 Kenan Spitzer

10 Bay Area Address - (Ketchum)
 On the Spot Awards -