

Minutes from April 1 and April 14 meeting (2 pages, sorry)
DMPapineau
Updated April 15, 2010 ([updated post conference in blue](#))

Program title (at least for now): **MAGIP GIS Mentoring**
(written out as **The MAGIP GIS Mentoring Program**)

Note: Where ever appropriate, use the MAGIP logo, write out what MAGIP stands for if there's room, and include the "Professional Development Committee" (perhaps more so than the Mentoring subcommittee since our subcommittee will go away eventually).

Note Also: We're only crunching and cramming tasks in right now because of the conference as a deadline and opportunity. Phase II and Phase III should be less frantic and with hopefully more help!

Task list (Thanks everyone!):

- ~~Advertisement to Janet some time on Monday (WENDY)~~
- ~~Review ice breakers, pick your top 3, suggest edits to the ice breakers as appropriate, email your choices to the group. Settle on this by April 9? (EVERYONE)~~
- ~~Printing a stack of the training resource webpage for the mixer (JASON)~~
- ~~Creating form for gathering mentor and mentee names (JASON)~~
- ~~Request to Stuart for Jason to get website edit permissions (DIANE) sent....~~
- Purchasing icebreaker supplies (CARRIE)
- Suggestion boxes with instructions or the advertisement (WENDY)
- ~~Incorporating notes to the planning document/proposal (April 6/7), getting it to the board for a vote (vote by April 15?), then posting it on the website before conference (DIANE).~~

Pre-mixer meeting (informal) agenda:

1. Debrief about the kinds of folks we're seeing at the conference so far
2. Coordinate with catering
3. Last minute errands **NONE**
4. Room set up (round tables with food/drink at the table)

Mixer agenda:

- 5:00 – 5:10 Arrivals, sit at tables of their choosing, natural mixing. **THEN ASKED ATTENDEES TO GET UP AND MOVE TO ANOTHER TABLE TO MIX WITH FOLKS THEY DON'T KNOW.**
- 5:10 – 5:15 Introduction of the Mentoring program under construction and committee
- 5:15 – 5:45 Ice breakers (perhaps avoid using this term with folks)
- 5:40 – 6:00 Additional information about the mentoring program and opening it up for questions/ideas

Mixers/**INTERACTION** to be used:

1. String game: Break group into sizes of 10 – 12 people. Each of us plants ourselves within groups to assist. If we have just that many attendees, we'll have one group. Describe the game. Use a broad suggestion that folks tell us about themselves. Have folks in each group pull a string from the wad. Be prepared to suggest topics like "what you plan to do for fun this summer" if attendees are stuck on what to say. (10 minutes) **SUCCESSFUL**
2. Marooned: Use the same groupings and suggest that they are marooned on an island with their GIS and no mentors to help. Have the group work together to record the top five items they would have brought with them to help with GIS tasks if they knew they were going to be stranded without a mentor. Upon conclusion, the groups share with the whole what they would have brought and one of us writes it on a white board. (10 minutes) **NOT USED**
3. State Capitol sort: Shuffle cards and hand them out within the groups. Direct the attendees that they need to work together to spatially recreate the location of the capitols in the room. As they inquire with one another about which capitol they are, they should introduce themselves. (10 minutes) **NOT USED**
4. **Asked the group what they thought would make for a successful mentoring program. The results of this discussion are recorded in the Mentoring plan.**

Mixer materials need:

- Area with drinks, vittles (HOTEL CATERING)
- A pile of Ask Me buttons (DIANE)
- Copies of the planning document (DIANE)
- Copies of the form to begin collecting names and two clipboards (JASON)
- Access to the internet, a laptop, and projector (FRANK DOUGHER) **NOT USED**
- Ice breaker materials (CARRIE—keep under \$30 if you can). So far:
 - Sticky name tags **NOT USED**
 - Markers
 - Blank card stock (impromptu) business cards **PRESENT, BUT PROBABLY NOT USED.**
 - String cut into different lengths. Prep into a big wad that can be divided if we have multiple groups

- Scissors
- Pens, paper
- White board? Possible that there's one in the room. **USED LARGE PAD OF PAPER**
- Cards with state capitols **NOT USED**

"During the conference" mentoring mission:

- Generate buzz: Send folks to the clipboard to sign up, refer them to the program ad, and the website (www.magip.org/mentoring)
- Diane updates gathered attendees many times about the committee and program plan (Summit, Plenary, etc)
- Keep your ears open for comments related to the needs of new folks
- Watch for people to invite to the mentoring subcommittee
- Ask for ideas from mentors and mentees