MEETING MINUTES

Meeting/Project Name:			
Date of Meeting: (MM/DD/YYYY)		**Time:**	
Minutes Prepared By:		**Location:**	

1. Meeting Objective

Discussion of Standards Development Activities

[Note: Sample only]

2. Attendance at Meeting

#	Name	Position	Signature
1	Juan Dela Cruz **[Note: Sample only]**	President **[Note: Sample only]**	

3. Administration

Topic	**Proponet**	**Time**
Call to order **The President**, called to order the regular meeting. **[Note: Sample only]**		
Roll call **The President** conducted a roll call. The following persons were present: Had some difficulty meeting quorum on time. Quorum met **[Note: Sample only]**		11:30-11:40 **[Note: Sample only]**
Approval of minutes from last meeting and agenda for current meeting **Since several minutes must be approved, a ballot will be submitted to the workgroup with all open minutes. The agenda was approved.** **[Note: Sample only]**		11:40 **[Note: Sample only]**

4. Old Business

Topic	**Owner**	**Time**
See below under Document Structure and Administration **[Note: Sample only]**		11:40 **[Note: Sample only]**

5. New Business

Topic	**Owner**	**Time**
▪ Did not make quorum but going ahead with discussion ▪ Motion to approve agenda by --; seconded by --; passed **[Note: Sample only]**		11:40-12:25 **[Note: Sample only]**

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▪ Susan led a walk-through of the introductory sections of the Working Draft v6: ○ Several commented that the text should note that this standard reflects the best judgment of experienced HR professionals; we are the citation ○ Pat Rogers suggested that the Overview section should contain something about how perf mgt systems have developed over time; Beth Longton, Deb Johnson and Paul Mizzi agreed to write some wording to capture this idea ○ There was discussion about the difference between the Foreword and the Overview sections; agreed to use the Foreword as an executive summary ○ There was discussion about whether to address the fact that many have argued that perf reviews should be eliminated – agreed that this team is writing the standard because we believe perf mgt is necessary but we should address this in the text ○ There was discussion about whether our approach could be considered "old school" – should we try to write to incorporate newer approaches to managing performance (i.e. less about the form/process, more about achieving the outcome of satisfactory performance) – Deb Johnson and Paul Mizzi agreed to draft wording for further discussion ▪ Cheryl Wyrick led a walk-through of the Performance Review section of Working Draft v6: ○ A comment was made that we should emphasize that annual review is a bare minimum, more frequent is better ○ The Review Team suggests that the focus be on no more than 2-3 goals – several commented that this should be "goal areas" because most companies will expect employees to accomplish more than 2-3 goals in a year – the Review Team needs to define "goal area" in both the text and the Definitions section of the document [Note: Sample only]	SH/ALL **[Note: Sample only]**	11:40-12:25 **[Note: Sample only]**

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○ Crist Berry would like this section to emphasize that review is not a discrete event but a process – Crist will draft wording for further discussion ○ Cheryl noted that some parts of her team's work overlap with other sections – the Team Leaders will meet to eliminate the redundancies for the next version ▪ Pete Wood led a walk-through of the PIP section of Working Draft v6: ○ There was a question about including general development plans; Pete explained that the PIP Team focused on and defined the improvement plan in the first paragraphs of their section ○ Pete suggested that we add a definition of CBA (collective bargaining units) to the introductory section; also suggested that we look at consolidating the CBA references to avoid redundancy; the Team Leaders will look at those sections for reworking ▪ Due to time constraints, there was no further time for content discussion – all Taskforce members were encouraged to read through the most current version (on KAVI under "Working Drafts") and send questions or comments to Susan/Lee or the respective Team Leaders ▪ Team Leaders will work on the draft to get the most current version posted (will be v7) ASAP ▪ Lee reviewed next steps – we need to get more of the content filled in before we are ready to call it "Version 1.0 for commenting" ▪ Lee reported that the ISO process is continuing positively; New Zealand is with us! ▪ Team discussed next meeting date; agreed to aim for 3-4 weeks out; Lee will schedule **[Note: Sample only]**	SH/ALL	11:40-12:25

6. Action Items

Action	Proponent	Due Date

7. Adjournment

Action	Owner	Time
Susan adjourned the meeting at 12:32PM **[Note: Sample only]**	SH/All **[Note: Sample only]**	PM **[Note: Sample only]**

8. Next Meeting (if applicable)

Date: (MM/DD/YYYY)	02/03/2011 **[Note: Sample only]**	Time:	11:30 AM **[Note: Sample only]**	Location:	
Objective:	Continue Progress on Developing [Note: Sample only]				