



**International Safety Team Program
Meeting Agenda
2011 CVSA Annual Conference & Exhibition
September 26–29, 2011 – Austin, TX
Revised Date: 09/11/2011**

Chair: Capt. Norman Dofflemyer
Vice Chair: TBD
Secretary: Dawn Kimble
CVSA Liaison: Laura Zabriskie

1. **Opening Remarks**
 - a. Welcome and Introductions
2. **Old Business**
 - a. **Sponsor Comments**
3. **New Business**
 - a. Overview of 2011 IST
 - i. Roles & expectations
 - ii. Defining the role
 - iii. Understanding your expectations
 - iv. Training
 - v. Understanding and promoting CVSA
 - vi. Working with Media
 - vii. Working with Sponsors
 - viii. Other topics you would think would be helpful to you
 - b. Events & Travel
 - i. Schedule of Trade Shows
 - ii. Identifying regional opportunities
 - iii. Submitting Expense Reports
 - c. Internal promotion of IST and nomination process to Members
 - d. Guardian articles
 - i. Each IST member to draft an article
 - e. Announce call for nominations, sponsors via Constant Contact
 - f. Safety Exchange monthly e-newsletter
4. **Adjourn**