

**GED Task Force
Lexington Hotel, Lansing, MI
1/13/12**

1. Members present: All members on teams listed below and Patty Higgins
2. Bonnie and others worked on a Marketing Plan. She will be sending you the notes for the minutes. Nice job, lots of new ideas!
3. Power Point Teams were as follows:
 - Team 1: Am I Ready – Katherine Byerly, Cherie Reed
 - Team 2: Accommodations – Bonnie Goonen, Susan Pittman-Shetler, Todd Marlett
 - Team 3: Test Security: Oogie Lamar, Lee McKenzie, Dave Selmon
 - Team 4: Examiners Role – Marilyn Reichardt, Gloria Henry

Work was done by all teams. They will be sending you their final Power Point by January 27, if not sooner. Bonnie is ready for them when she receives them. All power points are to be sent to each team for review before the next task force meeting. Review and comments on the Power Points should be placed on the March agenda.

Each team knows they will be doing a 15 minute presentation at the conference (see revised GED Annual Conference agenda)

4. GED Annual Conference Agenda was revised by our breakout group. Patty Higgins was present and made suggestions. Bonnie also had input into the actual room set up, microphones, seating arrangements, etc.
5. **Biographical information is needed by Jeff and Bonnie for the GED Annual Conference. Please send these to me with your presentation topic ASAP and I will forward these to Patty. Please let Bonnie know this. Thanks!**