

**Minutes for the River Valley Workforce Investment Board's
Youth Council-Career Awareness Ad-hoc Committee Meeting**

Report for:	Youth Council-Career Awareness Ad-hoc Committee		
Date:	Conference Call – December 7, 2007 @ 9:00 a.m.		
Location:	Conference Room - Office of the River Valley WIB in North Aurora		
Attendees:	<i>Members</i>		<i>Guests</i>
	Gary Von Behren – Chair	P	Jeffrey Allington, Chicago (Aurora) Jobs Council
	Frank Quattrocchi	A	
	Bill Ratzburg	A	
	Kathy Watkins	A	
	Harrison Schneider	A	
	Bruce Olson	P	
WIB Staff:	Pamela Fettes (P); Sharon Walker (P); Bob Trzaskus (P)		
Next Meeting:	TBD		

Dial-In No: 1-866-476-8702

Participant PIN No: 951630#

- I. Call to Order – Chair Von Behren called the meeting to order at 9:02 a.m. A quorum was not established.
- II. Approval of Minutes
 - ♦ October 16, 2007 – deferred to next meeting
- III. Old Business – no old business, so noted.
- IV. New Business
 - A. Review and Discuss Evaluation Form Summary Report (11/1/07 dinner) – Members present reviewed the Evaluation Form and discussed its contents. Von Behren stated that overall, the results are very positive, however, there was a recurring comment that more businesses need to be represented and a discussion was held.
 - B. Discuss Finance & Insurance Industry Career Dinner
 1. Select Date to Confirm with Caterer – Members discussed the potential dates provided and agreed upon Thursday, February 21, 2008; Walker will confirm the date with the caterer.
 - a. Thursday, February 21, 2008
 - b. Thursday, February 28, 2008
 - c. Thursday, March 6, 2008
 2. Discuss Potential Business Participants – A discussion was held regarding potential participants and Trzaskus stated that he knows of an insurance company he can contact in St. Charles. Trzaskus also stated he is in contact with the Illinois CPA Society for them to provide us with handout materials. Fettes stated she would contact members of the Illinois Bankers Association as she will be attending a meeting with the organization next week. Fettes also stated she will contact presenters who participated at the recently held regional Finance & Insurance Summit to see if they can participate at our event. Olson stated his father worked for State Farm Insurance for 35 years; he will talk to him and also stated perhaps a regional State Farm representative could be a speaker, to talk about the Insurance industry. A discussion was then held on the jobs to target in each industry—a variety of levels were noted, such as tellers, claims adjusters, underwriters, accountants, stock brokers, personal bankers, commodities broker, etc. Von Behren stated we need to provide as much information as possible on all levels of opportunities in the Finance and Insurance industries. Fettes noted we need to provide potential speakers with a focus of what we want them to present, such as overview of each industry, education requirements, industry outlook, wage potential, and what they should be doing at the high school level, per Sector of course, to enter into these fields at the entry level, the opportunities thereafter, and the pipelines for career advancement as a lot of Banks promote from within. Von Behren stated that we have some Board Members who specialize in these areas and perhaps contact can be made to see if they'd like to participate, or if they can identify a business who could be contacted to participate.
 - ❖ Chair Von Behren asked members if they had any ideas on another way to present information. For example, at the Healthcare Dinner we had a panel of students who graduated from a Healthcare program while in High School, and the teacher/instructor who taught it; at the Manufacturing dinner we had the "Roving Reporter," thank you Bill

Ratzburg, and at previous Career dinners we had three speakers instead of two and a special program; stated we don't need an answer today, but let's think about it; we want as many businesses participating as possible. Von Behren then asked members to think about the "tag line" for this event and asked Walker to email the date of the event after it is confirmed, along with some "to-do" items noted today until the minutes are transcribed and shared with members, as only two individuals are on the call today. Von Behren also asked Walker to note to members that the next meeting will be held during the week of January 14th.

3. Timeline for Distribution of Save the Date Flyer and Invitation – A discussion was held and members agreed to get a Save the Date flyer out as soon as possible. Fettes suggested we send this to a design group that a Board Member was procuring. Walker suggested doing the flyer in-house and noted it was on Adobe Creative Suite and even though staff hasn't been trained on the application, it shouldn't be too hard to figure out; can also create one in MSWord. Trzaskus suggested distributing the flyer by the 15th or 18th of December, and then re-send it on January 4th, with the invitation going out by the 2nd week in January. A discussion was held on having palm cards developed again and Von Behren stated he would like to discuss this at the next meeting with more members to see if it was effective and whether or not we should incur the expense to do them this time. A discussion was also held regarding having one event per year vs. two as Trzaskus noted we have had higher attendance with January-February Dinners.

- ❖ Preliminary discussions were held on brochure printing and whether or not we should continue to provide plastic bags and Trzaskus noted we should get pre-printed brochures that have "Youth Council Career Awareness Committee" on them to advertise the entity that is responsible for these events. Trzaskus also noted that based on the last four events, we have had an average of 116 people attending at a cost of \$41.56 per person.

- V. Adjournment – Chair Von Behren adjourned the conference call meeting at 9:32 a.m.