Iris Program Resources (Speakers)

May 22, 2017

I was provided the speaker Excel data base and no written records during transition. The prior chairperson had also only been provided an Excel data base and no written records. This made it difficult for me to verify or validate entry data information.

I converted the Excel data base into an Access data base that gave me a more effective and flexible search capability. I removed four speakers that were not listed in the AIS membership list. I cross checked AIS certified judges with those volunteering to give judges training and removed five judges training speakers that were not AIS judges

There are 63 combined program and judges training speakers and 8 program speakers for a total of 71 speakers.

There was one request for a speaker and I beta tested a speaker request form (Attachment 1). They requested someone in the topic area of Japanese, Novelty, and/or Space Age iris for a combined program and judges training. I was able to quickly provide them four names with point of contact information, areas of expertise and they selected one.

I will update the list of volunteer speakers.

Step 1: Verify the current information for the 71 volunteers. I am not sure how old or outdated the data is compared to this being 2017.

Step 2: Solicit more speakers via the AIS News and Notes, AIS bulletin, E-mail to judges, Sign up at conventions, Letter to RVPs, and booth/poster at Silent Auction area. (Attachment 2).

Recommendations

1. Request approval to update the job descriptions in Operations Manual.

   a. Change Position Title to read: Iris Program Resources (~~Programs~~ Speakers)

   b. Change Major Functions to read: To generate and maintain a list of speakers to present ~~an effective speakers~~ diverse programs ~~to the membership of The American Iris Society~~ on behalf of the American Iris Society.

   > Reason: The chair cannot ensure "an effective" speakers program unless he/she evaluates each speaker.

   > Reason: As currently written, the speaker chairperson can only respond to request from or for AIS membership.

2. The AIS board approves and designates the responsible person or committee to place AIS ads in various horticulture journals or magazines advertising (1) AIS and (2) the availability of the AIS speakers programs.

   Reason: AIS needs to expand the availability of the speakers to any interested group such as garden clubs, Master Gardeners, 4-H, schools, etc. This has the potential of increasing membership and just as important, putting the AIS organization to the fore front in the mind of the reader.

3. Delete the task for the speaker chairperson "to maintain a list of qualified and willing judges' training instructors on the AIS website. Information included should be name and address of instructor, topic(s), telephone and e-mail contact" in the Operations Manual.

   Reason: (1) The listing of topics for each presenter will result in a large data file that would be difficult for the average user to sort; (2) AIS Regions and local affiliates know the capabilities of the speakers in their region or area; and (3) The speaker chairperson maintains a sortable data base to include the speaker's wiliness to travel and their expected expense

reimbursement and thus can provide a list of potential speakers to support a specific out of region or non-AIS member request.

Respectively Yours

Alverton (Al) Elliott

Attachment 1: Request for speaker's letter
Attachment 2: Request for volunteer speakers.