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October 6, 2014

MEMORANDUM

TO: Labor Market Information Committee Members
FROM: Don Wehbey
SUBJECT: Meeting on November 6-7, 2014, Denver, CO

The next meeting of the NASWA Labor Market Information Committee will be held November 6-7, 2014, at the **Magnolia Hotel**, 818 17th Street Denver, Colorado 80202. The meeting will begin at 8:00 A.M. on November 6, 2014 and end at 12:00 AM, November 7, 2014.

A preliminary draft agenda is attached. Additional outside guests will be included in the meeting to help inform the discussion.

Rooms are available for the meeting at the federal per diem rate of \$163 per night for single/double bed (plus taxes). This special group rate applies to 3 days pre- and post-meeting, based on availability. For reservations, call: 1-888-915-1110. Please identify yourself with the "NASWA LMI Committee." You must make your reservations by **Monday, October 20, 2014**, to be assured of accommodations at the group rate. Please make your reservations by that date, even if your travel has not yet been approved. Remember, you can cancel your reservation later if your travel is denied. Reservations must be canceled by one (1) day prior to arrival to your scheduled arrival to avoid a penalty. Please don't forget!

The registration fee to cover meeting costs is \$100. You may pay by credit card, check, or purchase order voucher. Please complete your registration online via the NASWA website. If you mail your registration fee, please send it to NASWA, 444 North Capitol St., N.W., Suite 142, Washington, D.C. 20001. We use information gleaned from meeting registrations to determine the number of attendees we must cover in the hotel banquet event order. Such information helps us to minimize excess costs at the hotel. Please call Hillary Hewko at 202.434.8029 or send me an email at dwehbey@naswa.org if you have questions.

Attachment



**LABOR MARKET INFORMATION COMMITTEE MEETING
November 6-7, 2014**

Thursday, November 6, 2014

- 7:30 a.m. **Breakfast** (*Provided*)
- 8:00 a.m. **Welcome, logistics & introductions**—Chair Hall
- 8:15 a.m. **Welcome to Denver**—Ellen Golombek, *Director, Colorado Department of Labor and Employment, President, NASWA (invited)*
- 8:45 a.m. **Approval of Meeting Minutes of April 2014**— Chair Hall
- 9:00 a.m. **Strategic Planning (SWOT)** — Chair Hall, Committee Members
- 10:00 a.m. **Break**
- 10:15 a.m. **Strategic Planning (SWOT, continued)** — Chair Hall, Committee Members
- 11:00 a.m. **Strategic Planning: Developing One-, Two- and Five-Year Plan for NASWA LMI Committee**
- Brainstorm, develop ideas, create initial list
- 12:00 Noon **Lunch** (*On your own*)
- 1:30 p.m. **Strategic Planning: Developing One-, Two- and Five-Year Plan for NASWA LMI Committee**
- Brainstorm, develop ideas, create initial list
- 5:00 p.m. **Adjourn** (for the day)—Chair Hall

Friday, November 7, 2014

- 7:00 a.m. **Breakfast** (*provided*)
- 8:00 a.m. **Strategic Planning: Developing One-, Two- and Five-Year Plan for NASWA LMI Committee**

- Review previous day's work
- Refine one- and two-year plan to 4-6 items
- Refine five-year plan
- Develop basic approach for each of the one- and two-year plan items (lead person, other contributors, likely timeline, etc.)

11:15 a.m. **Next steps and wrap-up**

- One-, two- and five-year plan: developing documents; inviting comment; finalizing documents; operationalizing plan.

11:45 a.m. **Action Items** (Decisions, actions and deadlines)—Chair Hall

12:00 Noon **Motion to Adjourn Meeting**—Chair Hall