



WE UNITED LICENSED OFFICIALS COMMITTEE  
Conference Call

Date:	April 6, 2017	Time:	5 p.m. Pacific
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Acting Chair in Attendance?  - Jim Havelhurst  
 Secretary?  - Julie Alonzo

Members in attendance at roll call

Members absent at roll call

Last Name	First Name	Title	Last Name	First Name	Title
Havelhurst	Jim	Committee Chair			
Hipsley	Wayne	Committee Member			
Atkinson	Doreen	Committee Member			
Vermaas	Michael	Committee Member			
Alonzo	Julie	Ex Officio			

Members in attendance after roll call

Last Name	First Name	Title

✓ *Quorum Achieved*

**APPROVAL OF PREVIOUS MEETING'S MINUTES**

➤ Jim Havelhurst made a motion to:

**MOTION**     *Approve v4 of the minutes from the March 30, 2017 LOC meeting minutes.*

✓ Voting strength of the body was 4. The vote on the motion was 4 ayes, and 0 nays: Motion carried.

### APPROVAL OF DISCLAIMER

A disclaimer was distributed to all members of the LOC prior to the meeting.

- Jim Havelhurst, Chair, made a motion to:

<b>MOTION</b>	<i>Approve the disclaimer distributed to the Committee via email prior to the meeting.</i>
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- ✓ Voting strength of the body was 4. The vote on the motion was 4 ayes, and 0 nays: Motion carried.

### FLOW CHART FOR PROCESS THE LOC WILL USE

- The LOC will be examining ways in which the Flow Chart may fit into the criteria that the WE United Board approved, to assist in reviewing applications.
- The LOC will complete a final review of the flow chart prior to adopting it for use.

### PERCENTAGES TO BE USED BY THE LOC IN EVALUATING APPLICATIONS

- The group discussed the different 'weights' of each of the four criteria to be used in evaluating applications:
- *All members of the LOC will score each applicant, and their final scores will be averaged to arrive at a final score.*

- Jim Havelhurst, Chair, made a motion to:

<b>MOTION</b>	<i>Approve the following percentages as in initial starting point for evaluating the applications, with the understanding that the percentages may need to be modified slightly if, during the process, the LOC decides that modification is needed to ensure the fairness and integrity of the process, and in the future, the LOC suggests the percentages will likely need to be modified again.</i>
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*20% Application/Experience/References  
30% Personal Interview with LOC  
30% Written Exams  
20% Live Competitor Judging*

- Voting strength of the body was 4. The vote on the motion was 4 ayes, and 0 nays: Motion carried.



### *FINALIZING THE QUESTIONS TO BE USED FOR THE INTERVIEWS*

- The LOC has circulated a list of possible questions prior to the meeting. All members of the LOC have had the opportunity to provide input on the questions.
- The Committee discussed the questions at some length and the need to keep the questions as objective as possible.
- The Committee reached consensus about the questions to be used.
- The Committee will work on the TD questions next.

### *INTERVIEW STRUCTURE*

- People who did not pass the written exam cannot be licensed until they pass the written exam. However, it might be wise to interview all candidates, regardless.
- Possible days for interviews: Wednesdays and Thursdays, to begin at 5 pm, Pacific.

### *REFERENCE LETTERS/ EVALUATIONS*

- Doreen has agreed to handle the circulation of the reference check once the LOC gives her the material to be circulated.
- Wayne will provide the reference check, based on the sort of documents that USEF uses.

### *SCHEDULING INTERVIEWS*

- Initial Interviews should be scheduled for Thursday, April 13, with Eastern and Central Timezone people first. The LOC will meet first at 5, Pacific, and then the first interview will begin at 5:30.
- 5:30 –
- 6:00 –
- 6:30 -

### *NEXT MEETING*

- Thursday, April 13, 5 p.m., Pacific; 6 pm Central, 7 pm Eastern.
- **(712) 832-8320, 923 279#**

*Meeting was adjourned at 6:03 p.m. Pacific.*