



**TO:** SIEC-ISBE Executive Committee

**FROM:** Gerry Begeman  
Professional Development Chair

**DATE:** July 24, 2019

**SUBJECT:** SIEC-ISBE PROFESSIONAL DEVELOPMENT REPORT—2018-2019

- ❖ In August of 2018, minutes from the two **Professional Development Meetings** were compiled, verified, and then e-mailed to all PDC members.
- ❖ Worked with Dana Gray, Review Board Coordinator, about the invitation proposals to submit presentations, workshops, and posters and which was then posted on the SIEC web page.
- ❖ Prepared PDC Newsletter article for the SIEC Newsletter in October.
- ❖ Worked with Lila Waldman regarding my role as **International Chapter** Vice President mailing out and contacting international members (now numbering ~30), inviting them to provide information for our **SIEC Newsletter**, to submit presentation proposals, and to join in on other member-related communications, and invite to attend SIEC-2019—Greece.
- ❖ Posted updates and reminders on Facebook **“Invitation to Present Proposals”** to the PDC for our Review Board Subcommittee.
- ❖ Worked with 2019 **Kefalonia Planning Committee** via Skype for every Skype meeting in regards to venue, equipment required, seating and numbers expected, and similar items.
- ❖ Communicated with selected presenters for offering their presentations or workshops or posters.
- ❖ Communicated with selected presenters who cancelled due to inability to attend due to lack of funds, no university or college sponsorship, or illness.
- ❖ Worked to set up and support a requested **online presentation** via Skype or Zoom which eventually fell through.
- ❖ Answered questions of SIEC members via e-mail regarding PDC aspects on their presentation as to equipment needed, available internet connectivity, and with the Planning Committee on the need to have a Greek IT technician available for the 2019 Conference in Kefalonia.
- ❖ Consulted with Mona, Kefalonia Conference Coordinator, and Lila Waldman regarding **gifts and certificates for presenters**, speakers’ venues, agendas, programme, and similar items.
- ❖ Prepared **articles** for SIEC Newsletters for February and June, 2019.
- ❖ Prepared **agendas** for 2019 PDC Meetings and Report for the SIEC Executive Committee.
- ❖ Planned **Welcome Reception for First Timers** and extended them an invitation to a First Timers’ Reception for Sunday, July 28, 19.00 h.
- ❖ Discussed with Executive Committee ideas for the **Market Place**, the SIEC All-Delegate Networking Session with development and discussion of SIEC Tomorrowland theme identified at SIEC 2017 (Puerto Rico).
- ❖ Worked with International member about reaching other members in Retailing and posting a **“Community” invitation** on the same topic on **Facebook**.

Respectfully submitted,  
Gerry Begeman, SIEC Professional Development Chair