

V-Cat ILS Evaluation and Review Committee

Meeting Notes for Thursday, October 13, 2022

This meeting was held in the WVLS office and remotely via GoToMeeting.

1. Call to Order

The meeting was called to order at 9:32 by Committee Chair A. Johnson.

2. Roll Call

Members Present: (Those marked with an * attended remotely.) A. Polinski* (Rhineland), E. Brewster* (Three Lakes), H. O'Hare (Tomahawk), K. Heiting* (Granton), A. Johnson* (MCPL), C. Luebbe (MCPL), R. Metzler* (WVLS), K. Zimmermann (WVLS) M. Handel (Medford) (arrived at 9:42).

Others Present: G. Rae* (NWLS)

Members Absent: M. Pregler* (Antigo)

3. Approval of Agenda

H. O'Hare moved to approve the agenda. E. Brewster seconded. Motion carried.

4. Approval of Prior Meeting Minutes

March 10, 2022

April 14, 2022

May 12, 2022

June 9, 2022

July 14, 2022

July 21, 2022

August 4, 2022

August 11, 2022

September 8, 2022

September 22, 2022.

H. O'Hare moved to approve prior meeting minutes. C. Luebbe seconded. Motion Carried.

A. Johnson noted that approval of meeting minutes will be a standing agenda item going forward.

5. ILS Evaluation Procedure Design

The committee discussed ILS evaluation procedures, and reviewed draft demonstration surveys. All demonstration attendees from WVLS and NWLS will be invited to participate in the surveys. The committee discussed survey options and settled on offering a separate Google survey for each vendor to make the results easier to manage. The recordings and surveys will be available for two weeks after the original demonstration date. The committee discussed

evaluation processes would take place after all vendor demonstrations were complete.

After considerable discussion about survey and evaluation options, committee members agreed to use the individual demonstration surveys and additional information from vendors to rate and rank each product. The committee outlined the following evaluation plan and tentative schedule:

- i. Demonstrations (Nov – Dec)
- ii. Demonstration Attendee Survey – I (Nov-Dec)
- iii. Committee Meeting December 8th – Develop Survey - II
- iv. Committee Members Review Survey - I Results (Nov-Jan)
- v. Committee Members Meet to Discuss Demonstrations and Survey - I Results (Jan-Feb)
- vi. Committee Members Complete Post Results Survey – II to Rate Products & Rank Products (Jan-Feb)
- vii. Committee Members Review Post Results Survey – II (Feb - Mar)
- viii. Committee Meets to Discuss Survey – II Results and Selects Vendors for Site Visits (Mar)
- ix. Committee Site Visits (Apr)
- x. Possible additional metrics
- xi. Final Recommendation from Committee to V-Cat Council

The committee discussed details about notifying V-Cat members about demonstrations and demonstration schedules.

6. Request for Future Agenda Items

At the next meeting the committee will review a draft of Survey II and discuss the rating and ranking process. The committee will also review survey results from first two demonstrations, if available.

7. Set Next Meeting Date

The next committee meeting is scheduled for Thursday, December 8th at 9:30 a.m.

8. Adjournment

K. Heiting moved to adjourn. M. Handel seconded. Motion carried.

11/01/2022 K. Zimmermann and K. Heiting, Recorders