



Unified Carrier Registration Plan Education and Training Subcommittee Meeting

**October 4, 2024
11:00 AM – 1:00 PM MST**

Subcommittee Members Present:

Carol Fallin, Chair
Crystal Stevens, Vice-Chair
William Debord
Brenda Hassler
Jennifer Morgan

Subcommittee Members Absent:

Brian Pederson

Others in Attendance:

UCR: Avelino Gutierrez, Alex Leath
Seikosoft: Lori Lefai
Kellen: Matt Mantione, Tom Gooding, Michelle Hall
Board Members: Terry Mercer

**UNIFIED CARRIER REGISTRATION PLAN
EDUCATION AND TRAINING SUBCOMMITTEE MEETING
October 4, 2024**

MINUTES

- I. Call to Order** – UCR Education and Training Subcommittee Chair
The Subcommittee Chair welcomed attendees, called the meeting to order, called roll for the Subcommittee, confirmed whether a quorum is present, and facilitated self-introductions.
- II. Verification of Publication of Meeting Notice** – UCR Executive Director
The UCR Executive Director verified the publication of the meeting notice on the UCR website and distribution to the UCR contact list via e-mail on September 25, 2024, followed by the subsequent publication of the notice in the *Federal Register* on September 30, 2025, in Vol. 89, No. 189, beginning on page 79694.
- III. Review and Approval of Subcommittee Agenda and Setting of Ground Rules** – UCR Education and Training Subcommittee Chair
The Subcommittee Agenda was reviewed. A MOTION to approve the agenda was made and SECONDED. The MOTION carried unanimously.
- IV. Review and Approval of Subcommittee Minutes from the July 24, 2024 Subcommittee Meeting** – UCR Education and Training Subcommittee Chair
Draft minutes from the July 24, 2024, Subcommittee meeting were reviewed and approved by general consent.
- V. Project Development** - UCR Education and Training Subcommittee Chair
The Subcommittee Chair discussed the development of several key projects. The projects that were discussed included the development of the educational audit certificate program, the optimization and redesign of the website, and the creation of a video explaining the purpose and value of the UCR Plan and the National Registration System it operates.
- VI. Other Business** – UCR Education and Training Subcommittee Chair
The Subcommittee Chair called for any other items Subcommittee members would like to discuss.
- VII. Adjournment** – UCR Education and Training Subcommittee Chair
The Subcommittee Chair adjourned the meeting.