

August 26, 2015

TO: State Insulation Worker (Heat & Frost) Apprenticeship Advisory Committee  
Members and Consultants

FROM: Owen Smith, Bureau of Apprenticeship Standards  
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SUBJECT: **State Insulation Worker (Heat & Frost) Apprenticeship Advisory Committee meeting**

DATE: Monday, September 14, 2015

TIME: 10:00 a.m.

PLACE: Madison Area Technical College – Commercial Avenue Campus  
2125 Commercial Avenue, **Room 240**  
Madison, WI

#### TENTATIVE AGENDA

1. Call the meeting to order.
2. Distribute the sign-in sheet. Introduce attendee.
3. Review the current roster.
4. **Old Business**
  - a. Review the follow-up items from the previous meeting:
    - i. **Action:** approve the minutes
    - ii. **Action:** review tools for assessing applicants
    - iii. Technical Assistance Guide sessions planned for 2015-16.
    - iv. Revisions to work processes implemented.
    - v. *Guest presentation: "Architecture and Construction Youth Apprenticeship Program"*
  - b. Apprenticeship Completion Award Program
  - e. WI Advisory Council update
    - i. WI Pre-Apprenticeship Readiness Programs
    - ii. Guide to Successful Interviewing for the Skilled Trades
  - f. American Apprenticeship Grant
  - g. WI Apprenticeship Summit
  - h. Other

5. **New Business**

- a. Review the duties of the state committee (*State Standards, Section III*).
- b. BAS personnel update
- c. Other

6. Review the program participants.

7. Schedule the next meeting.

8. Adjourn.