November 8, 2003

An Introduction to Contracts by James Myers

Evaluation Summary
## Revenue and Expenses

### Income:

<table>
<thead>
<tr>
<th>Budget</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$45</td>
</tr>
<tr>
<td></td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>$315</td>
</tr>
<tr>
<td>Tuition</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td>$415</td>
</tr>
</tbody>
</table>

### Expenses:

- Gift Certificate: $100
- Printing: $152
- Room Rental: $175
- National Membership: $55

**Total** $482

**Net** ($67)
Reserve Conference Room
Develop Advertising Flyers
Review Syllabus
Refine Agenda

Send Flyers Out Electronically
Register Potential Candidates
Assembly Notebook Template
Reproduce Notebook Template
Hold Session
Evaluations
Training Report
New SCEA Applications

<table>
<thead>
<tr>
<th>Income:</th>
<th>Budget</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$ 45</td>
<td>15</td>
</tr>
<tr>
<td>$ 100</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>$ 100</td>
<td>$ 1,175</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SCEA Annual Dues</td>
<td>$ 55</td>
</tr>
<tr>
<td>Binders</td>
<td>$100</td>
</tr>
<tr>
<td>Reproduction</td>
<td>$200</td>
</tr>
<tr>
<td>Donuts</td>
<td>$30</td>
</tr>
<tr>
<td>Plates, Napkins, etc</td>
<td>$0</td>
</tr>
<tr>
<td>Speaker Gift Certificates</td>
<td>$100</td>
</tr>
<tr>
<td>Text Book</td>
<td>$0</td>
</tr>
<tr>
<td>Room Rental</td>
<td>$175</td>
</tr>
<tr>
<td>Total</td>
<td>$ 880</td>
</tr>
</tbody>
</table>

Net $295
Miscellaneous Facts

• 9 out of 10 Individuals who signed up actually attended.
• Washington Chapter Officer Course Registrations were Waived (Dan).
• No Donuts or Coffee – half day session.
SCEA Course Evaluation

• Five Questions
  – This Course Met My Expectations
  – The Course was the Right Length
  – Instructors Knew their Material
  – The Briefing Material was Understandable
  – I would attend another SCEA Saturday Class

• Other Comments

• Suggestions for Other Training Sessions
SCEA Course Evaluation

The Course Met My Expectations

No. of Responses

SD | D | N | A | SA
0   1  2  3  4

No. of Responses

0  1  2  3  4  5  6
SCEA Course Evaluation

The Course was the Right Length

![Bar Chart]

- SD
- D
- N
- A
- SA

No. of Responses

- 0
- 0.5
- 1
- 1.5
- 2
- 2.5
- 3
- 3.5
- 4
- 4.5
SCEA Course Evaluation

Instructor Knew Material

No. of Responses

SD   D   N   A   SA

0   1   2   3   6
SCEA Course Evaluation

The Briefing Material was Understandable

No. of Responses

0.5 1 1.5 2 2.5 3 3.5 4 4.5

SD D N A SA

No. of Responses
SCEA Course Evaluation

I would attend another SCEA Saturday Class

No. of Responses

SD D N A SA

No. of Responses

0 1 2 3 4 5 6

SD D N A SA
Comments

• Missed the donuts and coffee. :>)
• 2nd floor room with auditorium style seating and convenient power plugs for laptops preferred.
• Real shame there weren’t more attendees, excellent presenter, really knew the material, good examples.
• Like the ½ day format, would’ve liked about an extra hour of mat’l (as advertised) but that’s tough with the lunch hour.
• Very applicable material.
• Informal environment is a positive.
• ½ day on Saturday is better than full day.
• I benefited from the simplicity & organization of the slides, however I may have also benefited from more pictoral representations of how events flowed and affected one another.
• All around very enjoyable !
• Good info. High in detail of the contract information.
• Very good presentation! Good knowledge base, good interpersonal skills.
• Excellent!!
Suggestions for Other Saturday Courses

• I like the idea of basing training off CostPROF, good set of topics.
• If and how they will help with certification exam.