

ABC/CBM Committee Report

June 20, 2026

Attendance

Voting members present: Charlie H., William G.-B., Dove H., Marion M., Staci W., Pam M., and Mary Jo L. Mona C. attended as a prospective committee member and is expected to become voting eligible at the July 11 meeting.

Administrative Business

The committee reviewed and reaffirmed established meeting procedures, including agenda approval processes, two-minute speaking limits, and committee participation requirements. The May 2 minutes and June 6 meeting summary were approved without objection.

The committee confirmed that board approval has been received for conference dates through May 2027, allowing for longer-range planning. The dates approved are for the CBM - Sept. 26, 2026, the CBM - Jan. 30, 2026, and the ABC 2027 - May 15-16, 2027.

September Conference Planning Timeline

Staci presented a revised milestone-based conference planning timeline developed from previous conference schedules. The committee reviewed the timeline in detail and agreed that earlier communication and clearer deadlines are needed to improve planning and reduce last-minute workload.

Key recommendations included:

- Sending the first committee planning letter by **July 1**.
- Opening conference registration approximately **eight weeks before** the event.
- Providing committees with clear deadlines, presentation requirements, and time allocations.
- Requiring supporting documents earlier so delegates have adequate information before completing prioritization surveys.
- Establishing firmer deadlines for agenda items, motions, and supporting materials.

Use of AI Tools

Members discussed the successful use of AI tools, including ChatGPT, for project planning, timeline creation, document management, and future conference preparation. Additional opportunities for shared planning tools and automated workflows were identified.

Key Actions Items

- Charlie will draft the first committee communication letter for review and distribution by **July 1**.

- The planning timeline will be updated to reflect the revised deadlines discussed during the meeting and posted in the Slack channel.
- Further work will continue on delegate and committee letters, survey for delegate prioritization of the agenda, and document submission requirements.

Motions Approved

1. **September Conference Planning Timeline** – The committee unanimously approved the preliminary conference planning timeline, including revisions discussed during the meeting.
2. **ABC/CBM Working Group** – The committee unanimously approved the creation of an ABC/CBM Working Group to conduct detailed planning work between committee meetings and report back to the full committee.
3. **Additional September Meeting** – The committee unanimously approved scheduling an additional committee meeting on **September 12, 2026**, resulting in meetings on September 5, 12, and 19 during the final conference preparation period.

Key Takeaway

The meeting focused primarily on improving the September conference planning process through earlier communication, clearer expectations, stronger deadline management, and greater use of AI-supported project planning tools. The committee also approved key planning motions designed to strengthen coordination and readiness for the September conference.

Next Meeting

Date: - July 11, 2026 **Time:** - 12:30 pm ET.