

## **CV-SALTS Public Education and Outreach Committee Meeting ACTION NOTES**

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**Convened:** February 6, 2017 from 11:00 AM to 12:00 PM

**Participants:** Nicole Bell (Chair), Daniel Cozad, Christine Zimmerman, Glenn Meeks, Charles Gardiner, Mary Currie, Parry Klassen, J.P. Cativiela

### **Agenda**

#### **Item 1: Welcome & Introductions**

- Participants are as indicated above.

#### **Item 2: Outreach Matrix**

- Daniel Cozad presented the new Outreach Matrix for tracking specific outreach to the various audiences. Daniel will distribute a revised version on 2/7 so members can update their areas with specific names/info.
- Daniel will also be distributing a schedule of dates to those identified as presenters, for working on the March 9<sup>th</sup> PowerPoint. The draft presentation will be reviewed at the next PEOC meeting. Any members who wish to volunteer should contact Daniel.

#### **Item 3: Materials Feedback**

- The committee discussed the new Draft Email to Members.
  - Members indicated that they would use it, some felt it was too long. Daniel requested that if members made significant edits to the document before distributing, to copy him on the new version.
- All the materials were distributed the Executive Committee on 2/2, and comments were requested NLT Friday, 2/10.
- PEOC members should also submit any comments by 2/10. If you need a WORD version of any document contact Daphne or Daniel.

#### **Item 4: Links to DRAFT Policy Summaries**

- The DRAFT Policy Summaries were provided as reference links for the committee.

#### **Item 5: Recap Next Steps and Set Next Meeting**

- The next PEOC Meeting/Conference Call will be Monday, February 21<sup>st</sup> at 9:00.

#### **Item 7: Adjourn**