

CV-SALTS Public Education and Outreach Committee Meeting ACTION NOTES



Convened: February 21, 2017 from 9:00 AM to 10:00 AM

Participants: Nicole Bell (Chair), Daniel Cozad, Charles Gardiner, Mary Currie, Cristel Tufenkjian

Agenda

Item 1: Welcome & Introductions

- Participants are as indicated above.

Item 2: Approval of Minutes of the January 30th & February 6th Meetings

- Cristel Tufenkjian moved, and Nicole Bell seconded, and by general acclamation the January 30th and February 6th meeting notes were approved.

Item 3: Outreach Matrix

- Daniel Cozad presented the revised Outreach Matrix. The committee asked for a more detailed explanation of the role of “ambassador.”
- Daniel will revise the matrix and forward with instructions for use as a tracking tool, to those identified as industry contacts on the matrix.

Item 4: Email for Members

- The committee discussed the new Draft Email to Members.
- Daniel will forward both the 1 and 2-page version of the email to the committee for their use.

Item 5: Links to SNMP and Policy Summaries

- The committee expressed concern that the documents were still marked as DRAFT. Daniel will forward them to the Executive Committee via email, requesting approval for distribution, no longer marked as DRAFT. If there is no objection from the Executive Committee, the materials will then be finalized and forwarded to the committee for outreach purposes.

Item 6: Discuss material/product needed

- The committee discussed the 11 X 17 Brochure, and recommended that a more detailed scope be developed. Daniel will develop the scope for the brochure and present to the CVSC for consideration.

Item 7: Recap Next Steps and Set Next Meeting

- A Meet-O-Matic will be sent to the committee to help determine the next meeting date/time.

Item 7: Adjourn