

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

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**Convened:** August 15, 2017 from 3:30 PM to 4:30 PM

**Participants:** Nicole Bell (Chair), Daniel Cozad, Charles Gardiner, Glenn Meeks, Christine Zimmerman, Bruce Houdesheldt, Chris Reedy

### Agenda

#### Item 1: Welcome & Introductions

- Participants are as indicated above.

#### Item 2: Approval of Minutes of the June 13<sup>th</sup> Meeting

- Bruce Houdesheldt moved, and Christine Zimmerman seconded, and by general acclamation the June 13<sup>th</sup> meeting notes were approved.

#### Item 3: Outreach Matrix Update

- Charles Gardiner presented the new outreach tracking format. Some of the feedback from the committee:
  - Can the Primary Contact Type selection option be expanded to allow for selection of multiple types of contacts for a single event?
  - Is there some way to color code, or otherwise distinguish, future events?
- Daniel and Charles will determine the best file sharing location for the matrix and report back at the September meeting.

#### Item 4: Discuss material/product needed.

- Daniel Cozad advised the committee that 13,500 copies of the 11 X 17 brochure had been printed and shipped. 10,000 were shipped to Nicole Bell for distribution to ILRP groups. 3500 were shipped to Daphne Orzalli for distribution at the August Executive Committee Meeting.
- Per Charles Gardiner, the ILRP and Sacramento Valley inserts have been finalized and will be presented for approval at the 8/17 Executive Committee meeting.
  - Still in internal review are: POTWs, Oil & Gas, and Dairy.
  - Drinking Water is the next insert scheduled for development.
- Daniel has asked Charles and Mary to review which of the outreach materials would be an appropriate candidate for translation into Spanish. Daniel also asked the committee for feedback on the proposed translation.
  - The committee suggested the one-page factsheet, and the Drinking Water insert, would be good choices for translation into Spanish.

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

- The next PEOC meeting is scheduled for Tuesday, September 12<sup>th</sup> at 3:30 PM.

#### Item 6: Adjourn