

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

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**Convened:** December 4, 2018 from 3:00 PM to 3:40 PM

**Participants:** Nicole Bell (Chair), Charles Gardiner, Daniel Cozad, Mary Currie, Walt Plachta, Parry Klassen, Patrick Pulupa, Cristel Tufenkjian

### Discussion Items

#### Item 1: Welcome & Introductions

- Participants are as indicated above.

#### Item 2: Approval of Minutes of the November 13, 2018 Meeting

- Parry Klassen moved, and Patrick Pulupa seconded, and by general acclamation the November 13, 2018 Meeting Action Notes were approved.

#### Item 3: Outreach Matrix

- Mary Currie provided an update on recent items added to the matrix.

#### Item 4: Status Update for Workshops

- The committee discussed the status of workshop preparations. Some of the feedback provided by the committee:
  - Mary provided the list of registered participants as of 11/30/18.
    - Current registration totals: 101 Tulare, 78 Modesto
    - Committee members were asked to review the list of respondents for missing sectors that may still need to be contacted. Workshop organizers should confirm that local government has been invited. Mary will update the list of RSVPs and forward to the workshop contact list on 12/5.
  - The committee reviewed the Workshop Logistics Summary, suggesting the following:
    - Name badges for participants, including affiliation, should be created at check-in.
    - Cristel Tufenkjian will help with registration in Tulare, and Kayla Cathers will assist in Modesto. Anyone assisting with registration should arrive no later than 9:00.
    - Participant emails should be captured during registration for subsequent follow-up.
    - Per Glenn Meeks, the EJ group appreciated being invited to the workshop. They will not participate in the panels but will have members in attendance. Translation services will not be needed.
    - Due to the additional time required for separate filming of each presentation, Catalyst will order lunch for the Tulare presenters (Daniel, Tess, Tim and David).
    - Mary will send out a revised Workshop Program on 12/5.

**Item 5: Recap Next Steps and Set Next Meeting** – Next PEOC Meeting set for Tue., January 8<sup>th</sup> @ 3:00. The Communications Plan for 2019 will be a topic for discussion.