

AWARDS SUBCOMMITTEE CONFERENCE CALL: JANUARY 4, 2007

Participating:

Frances Hartwell, Phyllis Copeland, Audrey Zelanko

Angela was not in the office and phone call was delayed. This may have contributed to the low number of participants on the call.

Final changes:

Audrey has made changes to the awards forms and supporting web pages. Links were sent out to the subcommittee for review before the phone call. No changes were sent to Audrey since the last phone call. Revisions made since the last call include: fixing up text to replace Amelia with Angela, including Angela and Frances as Co-Chairs, revising text with new dates, adding description about 200 word count minimums, making form questions consistent with admin sections, updating the functionality of the 200 word maximum text boxes, etc. On this call, the following was discussed and determined:

- Audrey questioned whether we still need those small questions under each category of awards. Last year, we had: SBEAP Award form—program name and program type, Stewardship form—approx. no. of employees, industry type, Trade form—approx. no. of members, industry type. Frances and Phyllis agreed that we need only to include the extra questions on the Stewardship form.
- Phyllis didn't like reference to the judging committee of representatives (under Judging section of the information page) being from the NSC. The first sentence was deleted from that section.
- The draft 2007 evaluation forms on the secret awards page need to be changed into forms similar to last year.
- Question as to whether Angela wants to remain as main contact point for questions and supplemental attachments, as now stated in the forms—Angela can decide.

Schedule:

Still planning to launch award nomination forms January 18, 2007. Last date to submit forms will be March 16, 2007—no extensions.

Actions:

- Audrey will delete sentence in information form**
- Audrey will add questions to stewardship form**
- Audrey will fix evaluation forms**
- Angela will decide whether to keep herself as main contact point on all the forms (co-chair with Frances)**
- Audrey will send note to group done for final review**

Next call is: To be determined by Angela and Frances
Dial in to the same number (866) 299-3188 access code, 2025662827#