

Multimedia Sub-Committee
1/27/05 Conference Call
Minutes

Present on call: David Byro, Greg Copely, Nancy Larson, Bob Nicholson, Terry Polen, Richard Rasmussen, Phyllis Strong, and Audrey Zelanko

#1 Do we need to revisit our plans for our subcommittee meeting to be held at the 2005 MS Conference on Mon., 6/13/05, from 1:30 to 2:30 pm?

- By the time of the conference, with Audrey's help, we should be able to have our Peer Match/Experts List on-line. We can use our allotted subcommittee meeting time to demonstrate this Peer Match/Experts service.
- Could the demonstration go so quickly that we don't fill an hour of time? Yes, the demonstration will probably take about 20 minutes. We need to consider other options to complete our allotted time frame.
 - Would we want to use any remaining time as a regular working meeting to discuss how committee members might help with the implementation of the Peer Match/Experts Service? No, since we have people available from outside our committee this is the time to get input from them. We can save our regular business for our conference calls, e-mail work, etc.
 - Would we want to use any remaining time to allow one or two programs to talk about their programs? Yes. We will ask a few standard questions of one or two representatives of multimedia programs. We have the questions we used last year; Phyllis will send them out to the committee members. We can re-evaluate them at our next phone call and add/delete/change them as needed. We can ask the multimedia program representatives for suggestions about how to improve the Multimedia Peer Center. We can also ask all in attendance for the same type of suggestions.

#2 We will try to build a few simple models of multimedia programs.

Models by response to client:

- Programs that have their own internal resources with expertise to research air, water, and waste issues. They gather all information, present it as a package, and walk client through requirements.
- Programs that have their own internal resources with expertise in air, and gather together media experts who can explain their own requirements. They allow for questions, guide clarifications, and follow up as needed.
- Programs that have their own internal resources with expertise in air, and refer other questions directly to appropriate media staff.

#3 We will develop a list of questions so that we can get consistent information for all multimedia programs that want to be considered as model programs. Answers will help add depth to our models and will help place programs within our models. A sample question might be, "How did you get started?"

Each committee member should e-mail their sample questions to Phyllis by 2/17 so that she can compile the list before the next phone call. Members can use their work experience and notes from David, Audrey, and Phyllis on their ideas for models as they try to come up with their list of questions.

#4 We will develop a list of multimedia programs we want to invite to be mentor programs. Each committee member should e-mail their choices to Phyllis by 2/17 so that she can compile the list before the next phone call. Members can use their experience in working with other programs, the models submitted to Karen Brown, and the results of our multimedia survey to come up with their suggestions of model programs.

#5 For programs we choose to consider to be mentor programs, we will ask them

- to let us know if they will agree to be peer mentors
- if they agree to be peer mentors, to describe what kind of mentoring services they will offer
- to provide all information to our list of questions

We will add more programs later.

#6 Next call is set for:

Monday, 2/28

1:00 Central time

Call in number (651) 284-3547

Meeting ID 8421