

Multimedia Sub-committee  
4/25/05 Conference Call  
Minutes

Present on call: David Byro, Tom Coogan, Roslyn Jackson, Bob Nicholson, Richard Rasmussen, Maria Rivera, Phyllis Strong, and Audrey Zelanko

#1

Audrey shared her newest version of the Multimedia Peer Center (MPC) with us. We offered her input.

Action item 1a: Phyllis will ask sub-committee members to send comments to Audrey regarding Audrey's request for assistance on classifying responses. She will ask all sub-committee members to look over the details and see if any changes need to be made. Members will be asked to respond within 2 weeks and hit reply all so that everyone can see the suggestions.

Action item 1b: Phyllis will ask sub-committee members to send comments to Audrey within 2 weeks regarding how smoothly the MPC works. This request will be made after Audrey has tweaked the logic that runs the MPC; it will probably be made during the week of 5/2-5/6.

Action item 1c: Phyllis will clarify that any of these comments can be made to Audrey at any time; but we want to get the first round complete well before the conference in Biloxi so that things go smoothly.

#2

We ensured that our plans for our Multimedia Sub-committee meeting in Biloxi are in order.

Action item 2a: Phyllis will forward to the rest of the members of our sub-committee the e-mail she sent to Tom and Terry which describes details about running the meeting. She will ask all sub-committee members to look over the details and see if any changes need to be made. Members will be asked to hit reply all so that everyone can see the suggestions.

Action item 2b: Phyllis will ask IN if they want to be a back-up to AR and VT who will participate as mentor volunteers during the meeting. Phyllis will make sure AR, VT, and IN have all the information they need to participate during the meeting.

Action item 2c: When Tom and Terry run the meeting they will extend an invitation for new sub-committee members. Anyone who wants to join will be given information for attending our next conference call.

#3

We discussed questions brought up earlier by Tom Coogan. The essence of Tom's questions revolved around how to get performance measurement information on the MPC. Are people using it? What types of mentor activities are occurring? How much time is being spent on mentoring activities?

Action item 3a We can get hits on the web page from Audrey. We would like to get some tracking information directly from our mentor volunteers. We want to keep any request to our mentor volunteers short and simple. The best way may be to send our mentor volunteers an e-mail once a quarter asking for this information. Phyllis will start a list of questions and send it to the sub-committee members for comment. Members will be asked to hit reply all so that everyone can see their suggestions.

#4

Set next call for August. Topic of meeting will be any needed follow-up to Biloxi meeting and discussion of how to set up an Experts List and how this could relate to our MPC.

Action item 4.1 Phyllis will send out the dates of 8/2 and 8/3 to see what works best for sub-committee members and will then set up the call and send out the agenda.