

Multimedia Sub-committee
5/3/04 Conference Call Minutes

Members present on call: Tom Coogan, Greg Copely, Maria Rivera, and Phyllis Strong

1) Who plans to go to the Sacramento conference?

Discussion among members indicates that all Multimedia Sub-committee members plan to attend.

As of 5/5/04, David Byro, Tom Coogan, Greg Copley, Richard Rasmussen, Maria Rivera, and Phyllis Strong have registered.

2) Who do we want to invite from highly functioning 507 multimedia programs to attend our Multimedia Sub-committee meeting in Sacramento?

We will personally invite staff members from the 507 programs that indicated expertise in all media areas on our Multimedia Survey. Since we are able to access registration lists via the web we can determine which staff from those programs have registered to attend the conference. E-mails will be sent to them prior to the conference inviting them to our sub-committee meeting and asking them to RSVP. In order to provide ample time for reflection and preparation, this personal invitation will include the questions we hope to ask them during our meeting and will ask them to bring examples where appropriate.

We also hoped to personally invite Leigh Leonard of Prizm who provided the multimedia training at last year's SBAP/SBO conference in Baltimore. Tom Coogan will call Leigh to see if she plans to attend. *She had not registered as of 5/5/04.*

Carissa Guess will include our general invitation to staff from highly functioning 507 multimedia programs in the conference holder. All agreed that no further editing was needed on our general invitation. Carissa has also agreed to include a concise general invitation on the agenda where our subcommittee meeting is posted.

3) At our Multi-media Sub-committee meeting in Sacramento -

- What topics do we want to discuss?
- What questions do we want answered?
- What input do we want to get from any visitors from active 507 multimedia programs?

These are the questions we developed during our 5/3 conference call to address our needs:

- A) How did your program begin as a multimedia program?
- B) What problems did you face in doing so?
- C) How did you get the different media covered?
- D) Did you use any existing guidance in setting up a multimedia program? Did you develop any such guidance along the way?
- E) What is the authority you are using for doing multimedia work? If possible, please provide examples of legal language granting such authority.
- F) What specifically are the types of services you provide?
- G) If you have participated in the earlier SBAP/SBO Peer Match Program,
 - a. What do you think of developing a similar program for provide mentoring for SBAP/SBO programs that want to become multimedia programs?
 - b. What did you learn from your experience in the Peer Match Program?
 - c. What were the pitfalls you encountered?
 - d. What suggestions could you make for improving such a program?
- H) Can you think of something other than a Peer Match program to help SBAP/SBO programs that want to develop into multimedia programs to do so?

These questions will be sent out to sub-committee members for review. Edits will be made as needed.

Our first priority at our 6/2 10:00 meeting during the conference will be getting input from our visitors.

If time allows during this meeting we will continue our work as shown below:

- We will explore setting up a mentor program.
 - We will develop a list of expectations for a mentor program. We will keep the expectations somewhat general.
 - We will develop requests to use when we search for participants in a mentor program.
- We will work to make multimedia tools more easily accessible on the web.

If no time is available during this meeting, we will continue our work on setting up a mentor program and making multimedia tools more easily accessible on the web at our next phone call and via e-mail.

4) Are edits needed on the summary of our work for the year?

All agreed that no more edits were needed.

Carissa Guess has since indicated that the conference planning committee will leave it up to the sub-committee whether or not they want to submit a summary of their work for insertion into the conference folder. Since our summary was already prepared, Phyllis forwarded it to her for insertion in the folder.

5) Comments/questions, not yet covered.

- The National CAP is currently writing a "White Paper" endorsing state programs that are taking a multimedia approach to compliance assistance.
- Karen Brown promised to provide materials used by her earlier 507 Peer Match program. *Karen has now faxed these materials to Phyllis. Phyllis will fax them to sub-committee members.*

6) Approximate date for next conference call, most likely after Sacramento conference.

Choices were for August 16 through 31 and directions were for Phyllis to send out an e-mail to determine the best call time between those dates.