

**National Community Committee  
Communications Committee Conference Call**

August 19, 2011  
11:00am – 12:00pm (EST)

*Dial In: 1-866-830-1012  
Passcode: 9805872*

In attendance:

Chuck Conner - *West Virginia University*

Katie Barnes - *University of North Carolina at Chapel Hill*

Maribel Cruz - *University of Texas at Houston*

Suzanne Randolph - *University of Maryland*

Jorge Cruz - *University of Texas at Houston*

**Conference Call Minutes**

**1) Welcome & Introductions – Chuck Conner**

Meeting called to order by Chuck Conner at 11:00am (EST)

**2) Approval of Call Minutes – Chuck Conner**

The minutes of the last conference call were reviewed and approved. The participation of the call was limited because of schedules, but was understandable because of summer schedules.

**3) PowerPoint Orientation Overview – Group Discussion**

The Communications Committee team brainstormed about how we can revise the PowerPoint Orientation presentation for newcomers. Katie Barnes suggested that the presentation be more interactive. A problem that came up from the discussion, in relation to an interactive presentation, is that we may run into time management issues.

The PowerPoint presentation will need to be finalized, and then passed to Sharrice White for the PRC Program office to make the links suggested.

- a) Need to have Sharrice provide the contact information of the new members in order to assess the probability of Orientation activities. Ex: mentors, phone calls
- b) For committee members to make personal welcoming calls to the new representatives, explain the NCC, archives, annual meeting, etc.**
- c) Go through PowerPoint links, Committee Minutes, information about what we have been involved in the past and what we are involved in now. The document would give an overview of the archives, which an important topic that we need to discuss in the PowerPoint (forward request to Sharrice).
- d) Present the orientation ideas to the Leadership Team

#### 4) Mentoring at Rochester Meeting for the New NCC members

Chuck proposed that NCC members volunteer to pair up with new members so that they have a contact person/go to person. Check suggested that once we arrive to Rochester for the fall meeting, that new members get with the mentors. Chuck asked about how do people feel about this idea, and some members were supportive of the idea.

- a) Clarify when we expect new people at Rochester
- b) Send email where people can volunteer to mentor
- c) Contact the new member via phone prior to meeting at the Rochester NCC meeting.
- d) Formal lunch introduction at Rochester. I Suggest: Tuesday, October 18, 2011 (5:00pm)  
Where we are scheduled "Dinner on your own"? or If there are other ideas

#### 5) Work Plan

The Communications Committee Team discussed the work plan document, which is a living document for the NCC because is constantly being changed, to prioritize the needs of the NCC as a whole.

#### Part of Discussion

- SW Region Input Document
- Expert presentations that are Internal to the PRC & NCC

We looked into the Input from the Southwest Region about the SW region priorities. Chuck asked the members how they feel about these priorities. Suzanne Randolph complimented the work, but suggested that there is a need of clarification on some of the priorities listed. Some members agree with the information that was described in the "Input from SW to Leadership"

- (#1) Change 2011 to 2012 on PowerPoint
- (#5) Plug in Spring 2011 to (No Date)  
Remove 501 C3 Status  
Asset mapping connected to responsibility
- (# 7) Completion Date not included though 2012

**Next Call: Sep 16, 2011 (Friday)  
11:00am – 12:00am (EST)**