

Outreach and Communications & Resources Subcommittee Meeting Notes  
March 4, 2008

In Attendance: Victoria Webb (also C&R), Molly Tsongas, Keith Harrington (C&R), John Post, Robert Bryer, Gerry Bricks, Sara Caspar (also C&R), Patricia Horrocks, Tom O'Donnell (also C&R), Christine Knapp (conference)

Could not make it: Diane Herrin, Vicky Laubach, Catherine Swan, Joe Weidle, Melissa Walsh,, Richard Whitford

Administrative: meeting set for next couple of months from 5:45-7:45PM, 3/18, 4/1, 4/15, 5/6, 5/20, then every 4<sup>th</sup> week until we decide otherwise

General Comments:

1. Victoria mentioned EDIS informational meeting announcement, she will arrange with Randy to test case on county website as an announcement
2. Sarah suggests that we gather information about our presentations and tasks first because she is concerned about spreading ourselves too thin
3. Discussion about process for accomplishing tasks and it was suggested that we prioritize tasks into A and B
4. Suggestion to use townships as source of outreach targets
5. Suggestion to use information from MontCo. as an example for ideas, members should look at MontCo as model
6. John suggests putting other subcommittee activities as an A-rated task for Outreach to master. We had a pretty extensive discussion about a template for other subcommittee to use as a reporting tool so we can stay on-top of Outreach needs. Victoria showed how the Land use and Transportation subcommittee meeting notes hit on information that we want to know about. This helped the group visualize the reporting template and understand how important it will be for us to know highlights of what is going on.

We decided to introduce our reporting form at the next steering committee meeting

7. It was agreed that the Steering Committee members should understand the role of each subcommittee
8. Patricia thought a master outreach calendar should be established but there was not clear understanding of how that could be accomplished, at least by our subcommittee
9. Our Subcommittees need to be clear on the following points:

- Our Mission ; Who we are on the GRGRTEF, why we are doing this, our roles, our audiences

10. Here is another list of the types of groups that we need to target and identify:  
Municipalities, community organizations, environmental groups, business populations, schools at all levels, churches, residents, newspapers, media, public access TV,
11. We should be ready with a list of tasks for volunteers if we get any  
Patricia and Sarah will work on the municipal database because they have access to a database or reference source that is current
12. Catherine Swan agreed, after the meeting, to help with the environmental group database

13. Here is the essence of the table that we designed for the subcommittee report outs:

Subcommittee ..... Mission Role ..... Date .....

Goal	Key Activity	Timeframe	Results
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Is this what we want??

Here is an example of what an entry would look like:

Goal	Key Activity	Timeframe	Results	?	?
Be able to benchmark other counties' efforts in addressing the community	Gather information	1 month	Completed	3/31/08	