SGIP CME WG MEETING MINUTES

Meeting/Project Name: Communications, Marketing, and Education Working Group

Date of Meeting: 6-01-2011
Time: 4:00 PM EST
Meeting Facilitator: Mladen Kezunovic, WG Chair
Location: Virtual

1. Meeting Attendance

Roll call: Mladen Kezunovic, Mike Coop, Perry Pederson, Cuong Nguyen, Benjamin Dunton, Paul Boynton, Randy Wedin, Steve Widergren, David Milenthall, Dave Mollerstuen, Scott Ungerer, Derek Flickinger, Stuart McCafferty, Carrie Parks, Janet Roark.


2. Meeting Agenda: Topic & Actionable Outcomes

Review & discuss the status of current action items

1. “Old” fliers
   a. Continue to distribute as needed until supply is exhausted
   ACTION: Jeny to provide Mladen & group a count of current inventory

2. Flier #3 “What is Interoperability?”
   a. Once all comments are in, Randy will edit
   ACTION: Mladen to send current draft to group for final comments

3. Flier #4 “What is the Value of Interoperability?”
   a. No additional progress has been made
   ACTION: Begin activity for flier #4 (Vicki/Benjamin)

4. TCC flier
   a. Final draft okayed by Steve Widergren, Paul Boynton, Stuart McCafferty
   b. Post electronic version on Twiki
   c. Print copies on an as-needed basis
   ACTION: Print 100 copies for the SGIP meeting in Montreal

5. SGIP 101 slides
   a. Current presentation can be posted as is
   b. Will add content by category (PAP’s, WG’s, GB, etc)
   ACTION: Stuart will email additional existing content to Mladen, who will circulate to group
   ACTION: Mladen will send examples of slide content to Ron Ambrosio & Doug Houseman and request submissions from the Architecture Committee

6. New CME plan
   a. Initial plan was circulated and comments & changes were incorporated
   b. The revision has been sent to members for comments. Final plan will be sent to the Governing Board.
   c. Funding options will be included in the plan – Company donations? Member dues? Combination?
   ACTION: Mladen will schedule a small group meeting to prepare a financial proposal to present to the GB

7. Coordination with the International Taskforce
   a. No additional steps have been taken
   b. Will continue to follow International outreach to assist where needed
   ACTION: Mladen will contact Dave Mollerstuen regarding the CMEWG meeting during SGIP Montreal meeting
   ACTION: Paul Boynton will email a draft flier created by Cuong for the DOC to Mladen to determine if it would be useable as a promotional flier

4. Next Meeting

Date: June 24, 2011
Time: 3:00 pm CST/4:00 pm EST
Location: Virtual
Objective: Update on Action Items and on-going activities