

HRCCE Information and Communication Team

8-19-09 Meeting Agenda

A.OPEN – Ken Wheeler, All Attendees

Welcome – Ken Wheeler

Self introduction – All Attendees

Warm-up – All Attendees

Good or not good communication or information story – First Time Attendees will be asked to share a story if they have one

B. BACKGROUND AND PURPOSE – Todd Solomon, Betsy McBride

What has happen since our last meeting? – Todd

- Quick background for any new members
- Recap past two meetings
- **List of Categories** – Wednesday/Monday/Combined List handout
- **Categories with individual responses** – Consolidated sheets from past meeting work

Where are we in the process – Betsy

We are here→Policy/Guidelines→Measurement/Evaluation→Best Practices

Policy/Guidelines – These will come from the category work being done now

Measurement/Evaluation – Suggestion from last meeting was to create score cards to take to meetings to help evaluate.

Best Practices – Engagement vs. Effort chart; Real world local examples with contact information

This Meeting – Todd

- **Updated Contact list handout**
- Discussion and vote on monthly meeting date – Currently proposal is 3rd Wed from 10am-noon in Hampton

C. Category Work – Ken Wheeler, All Attendees

Creating subheadings for categories –Ken, All Attendees

As a group, attendees will take one category and create subheadings that capture individual items. Duplicates will be combined and others relocated if necessary. Similar categories will be looked at during this process.

Statement creation – Ken, All Attendees

The group will create overarching statements for categories and subheadings.

D. WRAP-UP – Ken Wheeler, Todd Solomon

Next group meeting

Handouts:

Agenda

List of Categories

Categories with individual responses

Contact list