

Executive Committee Meeting

September 22, 2010

Participants. Myla Kelly, Peaks (8); Rick Yoder, P2RIC (7); and Andy Bray, NEWMOA (1-2)

The Executive Committee met to discuss the P2 Dialogue, the P2 Coordinators discussions and operating policies for the calendar and videos.

Myla Kelly attended the meeting and reported out to the group on the P2 Dialogue. She will repeat her report for the October Admin call. P2Rx should look to a major change in the RFP within the next two years. EPA wants P2Rx to be a voice from the states to EPA and visa versa.

Madeline discussed her understanding of the P2 Coordinators discussions on P2Rx and garnered input from the Committee members on future directions.

The following operating policies for the new calendar and videos were adopted:

Operating Collection policy for videos

- Topic attached to a topic hub or area of P2Rx concern
- Verifiable and/or trusted such as U.S. EPA, P2Rx Centers, state programs, and environmental organizations like EDF.
- Reviewed by the Executive Committee and unanimously approved
- Priority given to those supporting a P2Rx activity or one in which P2Rx has a major role
- Standard disclaimer would apply to all: "The views presented in this video are those of the producing organization and not specifically endorsed by P2Rx or its Centers."

Video selection should be consistent with the topic hub collection development policy (<http://www.p2rx.org/adminInfo/THcdpolicy.cfm>).

Process:

- Video submitted to and/or collected by Coordinator.
- Cluster of videos submitted to Executive Committee for review.
- Executive Committee approves or disapproves videos based on review of videos for consistency with collection policy and their best professional judgment.
- Coordinator maintains library of approved videos.

- Coordinator provides the IT provider with videos approved for posting.
- Coordinator will provide the video clip, source and title for the video to the IT provider to be posted. The Coordinator may abbreviate the source and title to accommodate the limited space. The Coordinator will also provide the IT provider with a proposed date of posting.
- Optimally, the Coordinator will provide a short list of videos for the IT provider to put up on a weekly basis. When possible, videos will be posted to provide timely support for P2Rx Center activities and priorities.

Collection policy for calendar items

- Attached to a P2Rx center-sponsored activity or center endorsed activity (must have enough connection that the center could use it as a measure)
- Approved by a center director
- Posts should be labeled as follows:
 - Webinar (no restricted access meetings)
 - Meeting (no restricted access meetings)
 - Comment deadline
 - Other
- Posts should contain the following information:
 - Host
 - Label (see above): Title of Event
 - Date (for the poster of the event--obvious because it is on the calendar)
 - Time
 - Website or contact information
- Process
 - Center or Coordinator identifies event
 - Submit to Coordinator for review and posting
 - Coordinator or IT provider posts
 - If appropriate, submitter provides Coordinator with follow up information (e.g. address of archived version of webinar)