

CTSA Communications Key Function Committee Operations Group

Teleconference Meeting
Wednesday, July 1st, 2009, 3-4 PM ET

AGENDA

- I. **Welcome**
- II. **Debrief on June 18 web meeting & June 23-24 Administrator Operations meeting** (Dave Eichmann, Kameha Kidd, 15 min)
 - a. Topics/Community Engagement (CE KFC)
 - b. Organization of Meeting/Logistics
 - c. Next Steps/action items (see table below)
- III. **“Consultation Group” Concept Next Steps** (Dave Eichmann, 30 min)
 - a. CTSA Newsletter
 - b. Teaming with the CE KFC
 - c. Volunteers
- IV. **Operations Group Membership** (Dave Eichmann, 5 min)
 - a. Call for volunteers?
- V. **Monthly Operations Group Schedule Reminder:**
 - a. First Wednesday of every month, 3:00-4:00 PM ET
 - b. Next call: August 5th, 2009, 3 PM ET
- VI. **Quarterly Web Meeting Schedule Reminder**
 - i. Thursday Sept 17, 2:00-4:00 PM ET
 - ii. Thursday Dec 17, 2:00-4:00 PM ET

June 18th action items:

Action Item	Owner	Due Date
For interest in being a Researchmatch.org data tester or assisting with the communications plan, contact kirstin.woody-scott@vanderbilt.edu , paul.harris@vanderbilt.edu	Community Engagement and Communications KFC participants	July 2009
Collaboration with Community Engagement KFC	Dave Eichmann, Kameha Kidd, DJ McCloskey	
Volunteer for Consortium communications initiative via email to bowen_farrell@bah.com	All	TBD
Volunteer for CTSA Newsletter initiative via email to bowen_farrell@bah.com	All	TBD
Provide feedback to CTSA ShareCenter (ctsasharecenter.org) via feedback link on website	All	
Use NCCR's CTSA Communications Plan as a template to develop individual CTSA Communications Plan	All	
Provide feedback to CTSAweb.org and Wiki screenshots via email to bowen_farrell@bah.com http://www.ctsaweb.org/uploadedfiles/NCCR_Systems%20update_061809.pdf	All	July 2009