

**CTSA Communications Key Function Committee  
Operations Group**

Teleconference Meeting

September 1, 2010, 3:00 – 4:00 p.m. ET

**AGENDA**

- I. **Welcome** – Julie McKeel
- II. **Agenda for September 9 Quarterly Web Conference** – Julie McKeel
- III. **Expertise Inventory for Each Communications KFC Member**– Julie McKeel
- IV. **Media/PR Group a New PIO Network Approach** – Cindy McConnell
- V. **Collaborations with other Key Function Committees**
  - Integration into workgroups and committees - Bill Barnett
  - Clinical Research Management – Bill Barnett
  - Community Engagement - Kameha Kidd
  - Evaluation – Kameha Kidd
- VI. **Spring 2011 Face-to-Face Meeting** – Kameha Kidd
- VII. **Monthly Operations Group Schedule Reminder:**
  - a. First Wednesday of every month, 3:00-4:00 PM ET
  - b. Next call: Wednesday, October 6, 2010