

**CTSA Communications Key Function Committee Operations Group**

Teleconference Meeting

Wednesday, January 6, 2010, 3:00 – 4:00 PM ET

**AGENDA**

- I. Welcome**
- II. Tiger Team/Consult Group Update (15 min)**
  - a. Wiki Page/Form additional language requested at 12/17 meeting-  
<https://www.ctsawiki.org/wiki/x/EgD8AQ>
  - b. Progress, Risks, Issues
  - c. CTSA Internal Communications Plan Tiger Team
  - d. “Advertising” service to CTSA Consortium
    - i. Wiki
    - ii. Committee meetings
    - iii. NIH Coordinator meetings
- III. Spring 2010 Communications KFC face-to-face meeting: March 4, 2010 (15 min)**
  - a. Program Committee Volunteers
    - i. Julie McKeel (Duke), Lead?, Nancy Dohn (Univ. of Florida) and Carmelle Remillard (Scripps)
  - b. Next steps for program committee
  - c. Evaluation form results from 2009 annual meeting (attachment to email)
  - d. Venue: Fishers Lane in Bethesda, MD
- IV. Election timeline (10 min)**
  - a. 2 month process – when begin?
  - b. Last year’s timeline:
    - i. Nominations committee formed – beginning of April
    - ii. Nominations committee meeting – April 20
    - iii. Nominations accepted – April 21-April 30
    - iv. Confirmed nominations, gathered statements – April 30 – May 10
    - v. Voting – May 10 – May 21
    - vi. Nominations Committee confirmation/meeting – May 22
    - vii. Announcement to committee – May 28
- V. White Paper (10 min)**
  - a. Review timeline for outline and reading list
  - b. Next Steps
- VI. Collaboration with Other Committees (10 min)**
  - a. Community Engagement KFC
  - b. Evaluation KFC – call to determine initiatives
- VII. Monthly Operations Group Schedule Reminder:**
  - a. First Wednesday of every month, 3:00-4:00 PM ET
  - b. Next call: February 2nd, 2010
  - c. The next Project Inventory update will be in February 2010
  - d. Booz Allen PM transition to Ashley Harris
    - i. Email: [harris\\_ashley@bah.com](mailto:harris_ashley@bah.com)
    - ii. Phone: 301-838-3853