FDP Communications Committee Meeting Minutes

Tuesday, January 25, 2011

The meeting was called to order at 8:02 a.m.,

Introductions

Andrea updated the committee on the following items:

* Still looking for a federal co-chair
* The brochure is out on the street, it is to be distributed to VPs of Research at member institutions, admin reps sent a contact – not sure if has been distributed yet.
* The portfolio, created for distribution to potential federal agency members, on the hill. Portfolio contains message from the chair, the membership, the committees and the mission of FDP. Content taken from the brochure. The Membership Committee co-chairs prepared an insert about why to join the FDP. Also it was suggested that a copy of an article from Science magazine should be included.
* At the last meeting, the committee was asked to think about a revision to the FDP logo. The executive committee has mixed feelings on the need, perhaps this could happen at a later time. During the executive committee meeting, it was decided that a revision to the logo will not be initiated. New leadership may decide to change it or it could be an item during the new phase.
* Website project is going well. There is a two pronged approach, update content so it is fresh, current and helpful and, following this meeting, contact your chairs for which you are the liaison and ask for a summary from this FDP meeting to post on the website. A question was asked on where to send updates. Andrea will serve as the coordinator for these items and asks that they be sent though her. The summary can be a few sentences, a paragraph, or bullets. Andrea asked how this process is going. Some good luck, mostly preliminary contact at this time. Andrea is pleased with the progress and would like to get it to the point that all committee pages are updated and then followed up on. A question was asked who maintained the content. Andrea indicated that David Wright currently keeps this but it is possible the Communication Committee could be more involved in the future, depending on the new leadership. A suggestion was made by Frances Spalding of the University of Minnesota to include member testimonials in the portfolio.

The meeting adjourned at 8:20 a.m.