FDP Communications Committee Meeting

8:00 a.m., May 5, 2011

The meeting was called to order at 8:03 a.m.

There was a motion for approval of the previous meeting minutes. The motion was seconded and the minutes were approved.

Andrea introduced the committee’s new federal Co-Chair, Dee Doherty from NIH. She is the deputy grants management officer at NIDDK. Dee has a history of sponsored programs at Alabama and Purdue and has been at NIH 8 years.

Following introductions, Andrea updated the committee on the following items:

**Portfolio materials project:** There is some concern about how institutions are listed on the membership page. This info was drawn directly from the FDP web site. The Executive Committee felt it important that any information of this nature should be at the discretion of the institution. Approximately 10 institutions made changes, which are now reflected in the materials. If content in the most recent draft portfolio has not changed, distribution will be approved once two missing pieces of information are received.

Andrea passed around the folder for the members to give an opinion on the inclusion of a FDP logo watermark on the insert materials. Consensus was that the watermark made the document difficult to read and there was some concern about the consistency of the colors, thus it should be omitted. A suggestion was made that the FDP logo be located somewhere on the separate pages in the event the materials become separated. Andrea will investigate a possible header.

Andrea also discussed the idea of the inclusion of testimonials from members and perhaps federal agencies. The annual report did not yield responses that would make good testimonials. In the interest of timely distribution, Andrea suggested proceeding with distribution of the portfolio with the option of inserting the testimonials later. The design of the portfolio could easily allow this.

**Website updates**: Andrea thanked everyone for their input with regard to freshening the webpage content. Alex McKeown, Research Compliance Committee Co-Chair, asked if a representative from the Communications Committee could attend each of their committee meetings to take notes, prepare the minutes, ask for review by the committee and offer a time frame for response, with non-response being an automatic approval. Discussion followed.

Andrea felt that one to two inquiries for meeting summary information is sufficient. The question was asked if Andrea had communicated with the committee chairs about the requirement. Andrea responded that each had received an e-mail. It was noted that the website is disjointed with non-working links. If and when something needs attention, let Andrea or Dee know and they will forward this information on to David Wright.

There was no new committee business.

The meeting was adjourned at 8:23 a.m.