

**Outreach Connections: Native Health Information
Steering Committee Minutes
December 13, 2007 10:00 – 10:40 MT**

Action Items:

- Claire will send logo colors to Molly
- The design and publicity/evaluation subcommittee will determine or recommend color(s) for the logo
- Pat B and Ellen H will test the template by submitting content
- Scott will add a statement to the portal alerting submitters that their content may be changed
- Pictures appropriate for the web site should be sent to Scott.
- All subcommittees should have a meeting before February.

Decisions:

None

Minutes:

No one had changes to the October or November 2007 meeting minutes and they were approved.

Janis provided an update from Scott Horlbeck on the status of the portal. It has been transferred to the web but is still locked to the public. Following the demonstrations, Scott worked on the template and increased the number of entries for tribes, funding agencies, and contacts. This has made managing the information more challenging. Scott has programmed bots to help organize the information. Scott requested volunteers to test the site.

Pat B and Ellen H volunteered for alpha testing. Judy has volunteered to test the next iteration of the template.

Scott was complimented that in addition to his technical skills he has the common sense to program from the perspective of the user.

Subcommittee Reports

Complete subcommittee meeting minutes are available at:

<http://hsc.unm.edu/library/nativeservices/2006Conference/outcomes.shtml>

Design Subcommittee:

Molly M reported that the design subcommittee has not met. Claire H mentioned that the logo color still has not been determined. She will send the samples to Molly to be reviewed by the design subcommittee. The design and publicity committee will work together to determine the color. Molly asked if the steering committee wants the logo color to be selected in the subcommittee meeting or would they like the recommendations. The committee decided that the subcommittees could decide the color. If they couldn't come to consensus, then they could bring their recommendations to the steering committee. Janis T suggested that the colors could be rotated on a predetermined schedule.

Content Subcommittee:

Pat B had missed the last subcommittee meetings. Janis T reported from previous minutes that the content subcommittee was to re-evaluate the material that would be requested for the project template. Pat B reported that the information had been sent to Scott H.

Technology SubCommittee:

Claire H and Janis T reported that the technology subcommittee had been reviewing copyright and had decided to use the Creative Commons non-commercial, share alike attribution. This would allow teaching materials to be revised for another audience. We are also assuming that the authors have copyright or authorization to share any of the information put up on the site and that they may designate a more stringent designation. Claire suggested that materials with, for example, images where authorization was not obtained, could be submitted with a blank space where a user could submit another image.

Ellen reminded us that we should also include a statement that says content submitted may be edited by others and suggested reviewing Wikipedia statement as a model.

Publicity/Evaluation Subcommittee:

Susan B had sent a message reporting that the publicity/evaluation subcommittee had not met.

The steering committee strongly recommends that this subcommittee have a meeting before the next steering committee meeting.

Claire H suggested that the subcommittee could start promoting the development of the portal to those who attended the NAHIS-US meeting. Ellen H concurred because this will be the next group that we solicit project descriptions from for the portal.

The committee also suggested that Sohail K be asked to evaluate the site with his users following the beta test.

Ellen H suggested that the collaboration process be written up. She acknowledged that if New Mexico had been charged to do everything that it would have been completed much faster but that there would have been no involvement among all the steering committee organizations which would affect sustainability. We talked about other collaborations that we were comparable to the operations of this steering committee. Most have met at least once in-person. The steering committee (as a committee) has never met in-person.

Janis T reminded members that Scott is still looking for pictures that can be used for the web site header. Photos with a horizontal orientation work best. Members mentioned the types of photos that they had sent: art work, buildings, group pictures (where individuals cannot be identified), nature.

The next Steering Committee meeting will be on February 14, 2007. Janis asked to be notified if any of the subcommittees wanted to call a meeting of the steering committee before then.

Submitted by: Claire Hamasu

Attending

Patricia Bradley
Claire Hamasu
Ellen Howard
Molly Moore
Judy Rieke
Janis Teal

Not Attending

Susan Barnes
Diane Cooper
Ulrike Dieterle
Gale Dutcher
Sohail Kahn
Angela Ruffin
Jeanette Ryan
Mark Scully
Maile Taulii