

**Outreach Connections: Native Health Information
Steering Committee
Minutes**

February 8, 2007, 10:00am MT

Action Items:

- Ulrike Dieterle will send out Gantt chart information to the steering committee.
- Ulrike, Diane Cooper and Janis Teal will develop a draft chart for the steering committee to discuss at the March meeting.
- Janis Teal will send out the ALA link on participatory networks
- Steering committee members will read minutes and will send to Janis Teal (jteal@salud.unm.edu):
 - The maximum number of subcommittees needed to accomplish the mission of the steering committee.
 - A brief description of the subcommittees responsibilities.
 - Deadline: Feb. 28, 2007

Decisions:

- Information web site.
- Subcommittees will be led by steering committee members.
- Anyone interested in helping can be a subcommittee member.
- Responsibility as recorder will rotate among Molly Moore, Gale Dutcher, Ellen Howard and Claire Hamasu.

Reminders:

- Steering Committee members should send their pictures to Janis Teal so that it can be mounted on the NAHISUS web site.
- The next meeting will be on March 8, 2007.

Minutes:

Introduction of Susan Barnes, Assistant Director of the Outreach Evaluation Center. She will be sitting in our meetings in order to gather our effective practices to add to the Effective Practices Collection. <http://nationalserviceresources.org/epicenter/>
Introduction of guest Brian Bunnett, Deputy Director at University of Texas Southwestern Medical Center Library. Brian was doing a site visit in preparation for the Medical Library Association chapter meeting to be held in New Mexico.

Janis Teal started the discussion on the Team Charter with the item that had been postponed from last month on the "Measure of Team Success" dealing with providing technical assistance.

Original wording: "At least 3 programs lacking web sites have received technical assistance to develop their own web site."

The committee revised it to read: At least 3 programs lacking web sites have received ~~technical~~ assistance to develop their own web site presence.

Tasks/Roles and Responsibilities

Janis explained that the numbers in parentheses following the tasks referred to the subcommittees in the Roles and Responsibilities section.

There was a question on the term functionality as used in the description of the Interactivity Subcommittee. Janis explained that it didn't refer to usability but rather what we want the web portal to do.

Discussion surrounding the Design and Evaluation, Selection, and Interactivity Subcommittees. Several positions were voiced:

They responsibilities are so integrated that they should be one large committee.

Their tasks are sequential so that they should be one large committee.

Steering committee members have other commitments so committee responsibilities should be divided into manageable pieces. There should not be one large committee.

The steering committee should act as the overarching design committee, with smaller subcommittees e.g. selection subcommittee.

Because the responsibilities of the subcommittees are integrated, there may be a communication problem if there are too many subcommittees.

A large committee can get bogged down in discussing tangents and not accomplish the work. A small committee can be more focused.

Ulrike suggested that a Gantt chart may help with our decision making. Because the committee responsibilities are integrated, the chart would identify responsibilities, how long to accomplish a task, and where subcommittee tasks would overlap.

Judy Reike contributed how the development team of Healthweb, a cooperatively developed web site, was organized. The committees were: Design, Content, Technical, and Publicity. One other committee she would have added is Evaluation. The chairs of each committee would meet to discuss issues that crossed committee lines.

A question arose on who would lead and contribute to the subcommittees we decide are needed. The group agreed that all assistance would be welcomed. A steering committee member would lead the subcommittee. Members would be solicited from others who attended the New Mexico meeting and anyone else interested.

Jim Curtis asked about the content of the web site. Janis had been reading the ALA document on participatory networks

(<http://iis.syr.edu/projects/PNOpen/ParticipatoryNetworks.pdf>). It describes what we want to accomplish with this web site—conversations among those who are delivering health information programs to Native Americans. What people contribute would make up the content.

Ulrike suggested that we could alternate steering committee and subcommittee meetings so that we wouldn't be overwhelmed with Outreach Connections meetings and subcommittees would have enough time to act and there would be enough progress to report at steering committee meetings.

The group jumped to the Roles and Responsibilities of the Facilitator and Recorder. The steering committee wanted the facilitator to not just facilitate the meeting but take the larger responsibility of coordinating the functioning of all committees. Janis agreed to be the facilitator if it wasn't a permanent position and if she didn't have to serve on a subcommittee. The idea of a 1 year term for the facilitator was proposed. Several members volunteered to be the recorder. Responsibility would rotate among Molly Moore, Gale Dutcher, Ellen Howard and Claire Hamasu.

Gale Dutcher asked if members attending MLA would be interested in meeting. There were enough people who answered in the affirmative that it will be on the agenda at the March teleconference.

The meeting ended at 11:05 am MT.

Submitted by: Claire Hamasu and Janis Teal

Attending:

Patricia Bradley
Diane Cooper
James (Jim) Curtis
Ulrike Dieterle
Gale Dutcher
Claire Hamasu
Lilian Hoffecker
Ellen Howard
Sohail Khan
Judy Rieke
Molly Moore
Mark Scully
Janis Teal
Mairead Widby

Guest: Brian Bunnett

Not Attending:

Jeanette Ryan
Angela Ruffin