

**Outreach Connections: Native Health Information
Steering Committee Minutes
October 9, 2008, 10:00 – 11:10 MT**

Present: Barbara Nail-Chiwetalu (facilitator), Pat Bradley, Susan Barnes (notetaker), Claire Hamasu, Scott Horlbeck, Ellen Howard (voice only), Judy Rieke

Not Present: Ulrike Dieterle, Gale Dutcher, Sohail Khan, Molly Moore, Angela Ruffin, Jeanette Ryan, Mark Scully, Mailie Tualii

Action Items:

- The Content Subcommittee will develop wording for a policy on when to import a document versus linking to an external file. They will work with Scott to make sure that this information gets incorporated into the wiki tutorial.
- Claire will check the wiki to see which Steering Committee members have already contributed their projects. The Publicity/Evaluation Subcommittee will contact individual Steering Committee members who have not yet contributed to encourage and assist them in doing so.
- Claire and Barbara will move minutes from the Web site to the Community Portal section of the wiki.
- Susan will move publicity materials (publicity plan, bookmark, flyer, etc) to the Community Portal section of the wiki.
- The Publicity/Evaluation Subcommittee will discuss Task 5 on the Team Charter regarding end-user evaluation.
- Barbara will e-mail Steering Committee members to obtain more detail about Task 6 on the Team Charter so that it can be addressed at a future Steering Committee meeting.

1. Technology Subcommittee Report / Scott's Demos (Barbara, Scott)

- The wiki is now 508 compliant per testing using the WAVE application. Scott will add a message to the Tutorial and Help documents to remind us that we need to keep accessibility in mind.
- The Community Portal section is now ready for us to use for posting of Steering Committee minutes, publicity materials, etc. Each subcommittee has its own page. To receive an email notification when pages are changed, click the "Watch" tab at the top of the screen for pages that you want to track. Make sure that your email address is in your preferences file—it should be there for all Steering Committee members because that was part of setting up their accounts.
- It is now possible to upload non-wiki files that can be linked to pages in the wiki; Scott has added instructions in the Help documentation, featuring the first step which is to send an email to him asking for permission to upload.
- Scott has also made adjustments so that Outreach Connections appears at or near the top of the list in Google searches.

2. Content Subcommittee Report (Pat)

The subcommittee recommends that contributors to the wiki import files to be linked to locally, rather than linking to remote web sites. A link to a remote web site can be used for a resource that cannot be uploaded. It was decided that this should be stated as a policy and that the Content Subcommittee follow-up on it. They should also work with Scott to make sure this information is included in the wiki tutorial.

3. Publicity/Evaluation Subcommittee Report (Susan)

- Steering Committee members agreed in the last meeting that some of them would be available to make personal contacts with participants in the 2006 meeting and encourage them to make contributions to the wiki. Claire is looking to see which Steering Committee members have not yet contributed to the wiki; subcommittee members will be contacting these individuals in the next few weeks to encourage them to make their contributions. That will help us move forward with the personal contacts with other participants in the 2006 meeting.
- The publicity plan, flyer, and bookmark will be added to the Publicity Materials section of the Community Portal. Steering Committee members can then add publicity opportunities to the publicity plan.
- The subcommittee will also be collecting information about other organizations' Web sites to which the wiki could be linked. A first step will be asking RML staff for suggestions during the upcoming all-RML teleconference about Outreach Connections.
- Barbara reported for Ulrike (who could not attend the meeting) that the wiki was publicized at a forum at the University of Wisconsin-Madison using printed copies of the wiki's front page, which worked well.

4. Check in with Steering Committee Team Charter (Barbara)

- **Task 1** - Is the work of the Design Subcommittee complete? Yes.
- **Task 2** - Is the work of the Content Subcommittee complete? Policy development is in progress.
- **Task 3** - Technical development of web portal is in progress through December 31, 2008
- **Task 4** - Publicizing the site is in progress.
- **Task 5** - End-User Evaluation has not yet begun. The Publicity/Evaluation subcommittee will discuss this in their next meeting.
- **Task 6** - Develop online training materials for linked resources—What does this mean? No one can exactly remember. Barbara will ask for further explanation via e-mail to the Steering Committee. This will be an agenda item for an upcoming Steering Committee meeting.

5. Sharing Innovative Projects Between Tribes (Ellen)

The question of when to include items in the Outreach Connections wiki vs in the Native Health Information database was raised. The issue involved the expansion of content in the wiki beyond health information to more general health projects. It was deemed that this item would require a lot of discussion and was deferred as an agenda item for an upcoming Steering Committee meeting.

NEXT MEETING: Thursday, December 11, 2008 - 10-11 MT