

**Boardman River Dams Committee  
Communication/Outreach Team  
Meeting Minutes  
September 12, 2007; 5:00 – 6:00 PM**

**Boardman River Dams Committee Statement of Purpose:**

*“To engage all interests in assessing and recommending the fate of the dams on the main stem of the Boardman River based upon a thorough analysis of options, including long and short-term economic, social, environmental, aesthetic, transportation and ecological impacts upon the community, individuals and riparian owners.”*

**Attendees:**

Susanne Biteman, Carole Groves, Jennifer Jay, Amy Packard, Barb Lemcool, Sandra Sroonian,

**I. Introductions**

**II. Review Agenda**

**III. Blog Etiquette Rules:**

**Discussion:** Jennifer provided copies of the draft rules generated by Carole along with a copy of rules that Todd Kalish had identified from another blog website (The Michigan Sportman Forums). Susanne provided a copy of blog rules that she generated, combining rules from the rules provided by Carole and Todd. The team members reviewed the blog rules and provided comments and suggestions to the language. The goal is to have a draft copy of the proposed rules to the BRDC for review at the next monthly BRDC meeting scheduled for September 25, 2007.

One concern is that on the blog site some of the information provided by the user may not always be accurate and it is not the responsibility of the team to respond to information that may not always be correct or perhaps need clarification. Team agreed that it may be helpful to routinely list on the blog site a “Factoid” box that would include factual information that may be helpful or interesting for users based on the topics of discussion during a certain phase of the project. Input from various individuals would be needed based on the topic.

**Follow-up action:** Jennifer will incorporate all the comments and changes and send to everyone via email for review and comment. The final draft version of the blog rules will be sent out to the team members for final comment prior to September 21, 2007.

Once the rules are on the blog site, the team will determine who can assist in developing the “Factoid” boxes that Jennifer would post. Perhaps ECT, Todd Kalish, etc could help out too.

**IV. “Alternative/Options” Draft Questionnaire:** Amy provided a draft of the questionnaire for review and comment

**Discussion:** Team agreed that we need to refine the list of “alternative futures” on the questionnaire and we should parallel what language and alternatives that were developed at the August 28<sup>th</sup> “Scoping Team” meeting where various “options and alternatives” were discussed as presented by Michael Donahue.

The goal of the questionnaire is to obtain feedback on individuals’ feelings about the alternatives and to peak interest with the hope of getting more people involved in the process; to attend the meetings,

review the information on the website and obtain feedback on the various alternatives, including any new ideas.

**Follow-up action:** Amy will revise the draft questionnaire and submit to the team members for additional review and comment via email.

## **V. Poster**

**Discussion:** Jennifer is waiting to obtain assistance from NMC to obtain the software necessary so we can make changes to the poster. She hopes to hear from someone in the visual aid department yet this week.

**Follow-up action:** Jennifer will call NMC and see if they found the software so the team can make modifications to the poster and have them printed.

## **VI. Meeting Notices to Media Contact/Townships**

**Discussion:** Carole sent meeting notices to Jennifer for review and she sent a press release. Carole will call the townships and determine if they can post the meeting times and dates for the BRDC monthly meetings with a link to the BRDC website.

**Follow-up action:** Carole will start contacting the various townships and determine when their meetings are and if they have websites that we could send information to them to include on their websites.

## **VII. Bryan Burroughs Presentation Article**

**Discussion:** The team needs someone to write an article on Bryan's presentation that he gave at the July 2007 BRDC monthly meeting. It needs to be 250 to 350 word document.

**Follow-up Action:** Susanne volunteered to write the article. Draft due to Jennifer by September 21, 2007.

## **VIII. Newsletter Article – Quotes from the BRDC Members and about the Blog**

**Discussion:** Carole has not developed the quotes yet, she has been focusing her efforts on the blog rules and the meeting notices.

**Follow-up Action:** Carole will continue to work on developing quotes for the newsletter.

## **IX. Engineering and Feasibility Article for Newsletter**

**Discussion:** Sandra indicated that the article was started, but not completed.

**Follow-up Action:** Sandra will provide Jennifer with draft article by September 21, 2007.

## **X. Article- Student/Youth Involvement**

**Discussion:** Barb will write one or more articles for the newsletter; the goal is 250 to 350 words each. Several options and they don't all have to go into the next newsletter, but we need at least one article. Andy Schwab (intern) wrote a paper about the BRDC project that Barb might be able to use. She could also interview Andy if she wanted. Barb would like to include articles on youth involvement.

**Follow-up Action:** Jennifer will send to Barb some background information that she has to assist her in writing the articles via email. Barb will submit one draft article to Jennifer by September 21, 2007.

#### **XI. Update on Contacts for Service Groups to Schedule Presentations**

**Discussion:** Jennifer is working on a list and has two presentations set up. She would like to contact groups that we previously visited to see if they would like an update on the project.

**Follow-up Action:** Jennifer will continue to contact new organizations and the ones that we have already visited to see if they are interest in us coming to present to them at one of their upcoming meetings.

#### **XII. Record-Eagle Forum**

**Discussion:** Not completed.

**Follow-up Action:** Amy will work on it and send to Sandra for comments.

#### **XIII. Newsletter Article on Educational Topic**

**Discussion:** Will discuss at next meeting, ran out of time.

**Follow-up Action:** Jennifer and Amy will continue to work on an article for the newsletter.

#### **XIV. Appreciation Party Feedback/Photographs**

**Discussion:** Everyone had a very nice time. Believe everyone enjoyed themselves. Thanks to Barb and Herb Lemcool for providing the bird houses for everyone that attended. The food was great and thanks to all that donated food.

Susanne sent the photographs that she took to Jennifer so we could incorporate photographs in the newsletter.

**Follow-up Action:** The team should write a short article about the appreciation party and include in the newsletter. Jennifer will ask Todd Kalish to write the article.

**XV. Next meeting:** Wednesday, October 10<sup>th</sup>, 5:00 to 6:00 PM, Jennifer Jay's office, University Center, Room 211. Note: meetings are on the second Wednesday of the month.

#### **Meeting Adjourned: 6:00 PM**

Submitted: September 19, 2007

Sandra Sroonian, Communication/Outreach Team Chairperson