

WRAP Communications Committee Meeting  
Doubletree Hotel, Missoula, MT  
9/27 – 28/05

Attendees:

(in person)

Al Zemsky

Dan Clark

Lisa Riener

Sandra Parker

Cyra Cain

Karen Deike

Bob Gruenig

(teleconference)

Trisha Frank

Kathy Van Dame

Judy Rocchio

Carl Bowman (9/28/05)

Brad Bissey

**ACTION ITEMS ARE IN RED.**

Compilation of Karen/Al/Cyra notes: both days combined.

**KID'S HANDOUT:**

Printed 10K from native Am. printer. Divided by 2 = 0.5 to Karen. Rest to Sandra. Bill has been sent to Karen including shipping costs (shipping done by separate vendor). Karen's boxes arrived damaged and some pamphlets were mangled.

**Karen and Sandra will access + address damaged pamphlets concerning shipper (liability?).**

**Sandra will write a formal letter of thanks + appreciation to printer.**

1000 pamphlets went to Dan.

100 to Trisha: 50 were taken to a Manzanita Tribal environmental event and the handout was really well received.

About 8900 remain.

Barry looked at distribution process in AZ (public education, etc.). No one was interested in the pamphlet.

Dan used them at kids programs (elementary + secondary schools). Was well received. He has about 250-300 left.

**Oversight Subcom: Karen/Judy/Carl/Sandra**

**Karen: draft letter to accompany CDs + hard copies (they can put their logo in corner of pamphlet).**

**Karen: find vendor to reproduce CDs.**

Karen: send a CD of pamphlet to all CC members w/ 50 printed copies. 60 went to Judy.

Karen/Judy/Carl/Sandra: coordinate sending CDs + hard copies to National Forest + Park Services.

Kathy: contact Jan to focus on UT.

Al: EPA upper management.

Lisa: WA + EPA 8-10.

Cyra: MT (public education, SIP planner).

Sandra: continue to mention them in NTEC newsletter/web site (though so far no queries).

Timeline: OCT. 31 or soon after.

Cyra: send an email to CC members requesting contact info on gateway communities (near Class I area).

When gateway communities (Chamber of Commerce) have been identified, Karen will send CD + 5 copies to them.

## **ORIENTATION/HISTORY/ACCOMPLISHMENTS/PROGRESS/CORE PACKET**

For the development of this project, Adam Kugajefsky has accepted the assignment as the contractor by co-chairs + Pat C/Bob G.

This contractor who works with Karen D. will actually write this. He is the only one who responded to the RFP that was put out for review.

Who is our audience? General (League of Woman Votes) vs. Tribal in design and content. Get funding support.

What will it include?

Bibliography. Think Visually. Invitation to join. History + accomplishments to date.

Glossary. Orientation/briefing packet. How forums relate/interact toward final goal.

User-friendly.

Contents in folder w/ pockets?

Within this packet, 2 paragraphs of Communications Committee support; packet contents will include our tasks, visions, accomplishments, and help for outsiders to understand the WRAP. The intended audiences include the public, new members, and potential funding sources, although contents of the packet can be tailored for specific uses.

Eventually w/b posted on web site and (like) Powerpoint presentation.

Oversight Subcom: Carl (chair); Karen/Sandra/Trish/Cyra/Al (some discrepancy in the notes on this...needs clarification...all please respond to this).

Cyra: send out email to CC member to see who else wants to join.

Karen: set-up conference call week after next w/ Pat C. + Bob G. to get feedback.

Karen: contact Rich Halvey to begin contract process.

Timeline: mid-Dec.

## **BUDGET**

Dan reported that we are not behind in our budget outlay. . Will rollover 35k into next fiscal year (start Oct. 1). Was not asked to reduce budget.

## **DAN LEAVING + RECOGNITION PLAQUE**

## **THE WRAP SHEET TO THE WRAP BLAST**

Karen explained her + Sandra's frustration w/ the Sheet. Suggested modifying/simplifying it. WRAP sheet VS WRAP news issues: it would replace the WRAP sheet. It would be timelier than the WRAP sheet, which is a slower process.

It is a subscription form for the New WRAP News. Karen will get this subscription information.

- a. Action Item:
- b. Action Item:
- c. Karen: inform Pat C.

## **THE WRAP NEWS**

## **THE WRAP NEW FLASH**

## **THE WRAP FLASH**

On trail until next CC meeting.

Brad: Archived old The WRAP Sheet, but keep them available on the web site.

Karen says that she will try to coordinate among the staff about this issue.

Karen will have subscription form w/ Brad's help to sign up to receive this news on main WRAP web page, with staff.

Karen: note on last The WRAP Sheet it is the last + w/b replace w/ new format.

Brad: develop new link on top of left sidebar, which goes to this new form.

Brad: replace "The WRAP Sheet" button on left side bar w/ the new title of this product.

Oversight Subcom: Karen/Sandra

## **CC MANUAL**

AI will make the first cut (remove "liaison" + incorporate WRAP staff) and send it out to all for evaluation.

## **DISCUSSION OF FUTURE DIRECTION**

AI leaving in May. Much has been taken over by WRAP staff. Considered CC to go dormant. Other RPOs do not engage their CC groups. Barry's Speakers Bureau did not

pan out. Outreach done through individual Com/Forums. Climate change and Hg horizons, but governors are seeking separate funding.

## **WEB SITES DISCUSSION**

Brad's discussion: Its traffic and upcoming support issues.

Brad will contact Chris in Karen D. office to look at hits on the WRAP web site, tracking specific pages, and usage.

Brad will check with Cobalt to get more information about web tracking software.

Brad will check to determine whether there be more expenses for this information.

Brad: When we present the web statistics we will report the top-level domain report.

Blogging for the WRAP?

It was decided we do not have the manpower to monitor a WRAP Blog, however, if the forums request it, we will assist them.

Sandra will forward to Brad Zuni information for Board membership.

## **WRAP BOARD MEETING**

Who will be there? Plans also include a pre or post-meeting field trip to Joshua Tree National Park led by Chris Shaver (NPS Air Resources Division chief)

Co-Chair Lisa Riener will make our presentation and what will they say to the WRAP board: Minutes from the last board meeting.

Trish talks about a local meeting for the Fire Emissions forum in San Diego, reminding the Communication Comm. members to try to attend other forum meetings if possible (if the meeting is "in the neighborhood").

## **THE "RADAR ISSUE" FOR OTHER WRAP FORUMS**

TOC Conf. Call and other meetings: Do the Forums need our help?

What is the expected outcome from this conf. TOC call?

What groups need to know about this outcome?

We need to tell others that we need "lead time".

Karen and Sandra will have conf. call for issue items.

Karen/Sandra: Concerning WRAP News- Flash. Is WRAP sheet list current?

## **CONTACT COLO.**

Carl will talk with Dee from Colo. Do they need help with their SIP?

Can we use some of their SIP publications that they have developed?

## **NEW CC MEMBER?**

Bob Palzer (spelling?) Al will contact him to discuss process, get his bio, etc. to become a CC member in a couple of months.

## **NEXT COMMUNICATIONS COMMITTEE MEETING**

Will we have a meeting in the Spring?