

**- EL Work Plan Subcommittee -
Meeting Notes and Action Items**

Friday, February 08, 2008, 2:30pm PST

Present: Alex, Naomi, Farrar, and Dini

Alex: needs to show deliverables coming out of EL meeting, that it has been productive with CCEDNet's time and money.

Work plan would be more current and guide the committee. Period of turn over, therefore helpful to put a piece of where we come from and where we are going. Find a creative way of doing this. Suggestion: presentation to have minutes, a work plan and a calendar with deadlines.

Steps to get the work plan done:

1. Type up what was on the board
2. Send e-mails to people who agree to do pieces and ask them for their timelines, and be prepared for people not to reply to e-mails.
3. 3-way calls to check in with people.
4. People's feedback on the meeting: ask them a specific question. How has it impacted their relationship with EL. Show appreciation to the board as an attachment.

Deadline: March 17th for the AGM.

Action items:

Naomi: write up of what she has on the board. It will be ready on Monday, Feb. 11th; have a discussion with Laura about deadlines as well. Ask people for pictures.

Laura: to help Naomi with calling people and asking them for their deadlines and quotes. Ask people for pictures.

Dini: keep working with the minutes.
Send the draft for the annual report to Farrar.
Finish the annual report for Erin by Feb. 15th.

Farrar: to create a draft calendar with deadlines by plugging in the deadlines that are more obvious. Due on Friday, Feb. 15th.

Alex: to create an interactive power point with moving parts (words and pictures).
Deadline on March 1st.

Presentation package to the board:

1. Annual Report

2. Work plan
3. Minutes from the in-person meeting
4. People's feedback (can be on the cover letter)
5. Calendar
6. Links to some of the work done in the last 6 months

Next meeting: tentatively on Feb 29th, 08.