



## Tools & Resources Committee Meeting Minutes

Tuesday, January 20, 2009

10:00 – 12:00 p.m.

SEH

**Attendees:** Janet Sosnosky, Dave Johnson, Dick Flynn, Jeff Mazanec

**Meeting minutes taken by:** Diana Peterson, NEWSC Coordinator

**Meeting called to order at 10:05 a.m.**

1. Approval of Minutes from Last Meeting
  - a) Motion to approve by Dave Johnson
  - b) 2<sup>nd</sup> by Dick Flynn
  - c) Minutes approved with a change for name George Dearborn.
2. Review the virtual Public Works video  
The committee did not view the video. May view at a later date.
3. Discussion on the NEWSC websites  
The T/R committee will send items for publishing to Diana. Janet published the Phosphorus Grant Committee chair representative Tracy Flucke to the NEWSC website. Diana will advise the Phosphorus Grant Committee to submit a description to the website. The files will need to be in PDF.

### Recommendations:

- 1) List all the items that have been completed in a 2009 work plan that has been done by the T/R committee. Draft items can be listed.
- 2) Dick recommended to hold a conference call with the committee chairs for effective communication of items on the website.
- 3) The T/R Committee will submit a letter to the NEWSC Council Chairs concerning documents on the website to be published in final form.
- 4) The T/R committee will review the NEWSC website for ½ hour each committee meeting.
- 5) Add a map for directions to SEH on the website.

Jeff reviewed available sites on the web. Both [newwaterwisconsin.org](http://newwaterwisconsin.org) and [newwater.info](http://newwater.info) are available.



Recommendations:

- 1) Janet will attend an I/E committee meeting to see how the branding would fit into the [newsc.info](http://newsc.info) site.
  - 2) Dick suggested to add a tab to include issues with construction and practices.
  - 3) Discuss how to develop graphic images for construction practices for the [newsc.info](http://newsc.info) site. Recommend to utilize the same artist.
  - 4) Place on next months agenda a discussion on content development on [newsc.info](http://newsc.info) site.
  - 5) Dick recommended to meet with the I/E committee to create a policy for site development.
4. Action Items Recapped / Agenda for Next Meeting
- The T/R committee discussed hosting a Pollution Prevention web conference call. Sue Olson had asked for a budget line item prior to a web training conference for construction workers. The tool that is used is Genesys.com. Jeff is willing to create a trial web conference and charge \$20.00 for each site. Dick recommends to invite DPW workers and contractors for training. This would provide CEU credits as a resource for NEWSC. Another site to provide services is webex.com. This allows up to 25 people for every meeting. The cost is \$59.00 per month.

Recommendations:

- 1) The T/R will create a draft work plan for recommendation and advise NEWSC on the concept of web conferencing.
- 2) Set up a date for a test run on the web conferencing.

Agenda for Next Meeting

- 1) Pollution Prevention Web Conference
  - 2) Coordinating InSight and Public Works website
  - 3) NEWSC public website updates.
5. Next Meeting Date  
**Monday, February 16, 2009 from 10:00 – 12:00 p.m. at SEH.**
6. Adjourn  
Meeting adjourned at 12:05 p.m.