**Conference Call Notes**

**Upper Tennessee River Basin Strategy Communications Team**

*March 7, 2016 11 am EST*

**Purpose -** Regular meeting to provide updates on communications products, actions and opportunities.

**Participants -** Roberta Hylton[[1]](#footnote-1), Mary Davis, Gary Peeples, Cindy Schulz, Jessica Rhodes, Matt Cimitile

**Discussion on Recent Annual Meeting**

* The group discussed the 1st UTRB Annual Project Planning meeting held in February 2016.
* The next such meeting will be hosted by the Asheville Field Office in 2017.
* Roberta will send brief write-up about the Annual Meeting to Mary and Matt. Matt will post it on the AppLCC or elsewhere as a news item. Mary will forward it to Lindsey Gardner (with photos) for possible additional action.

**Communications Team Leader**

* Dave Eisenhauer has stepped down as the UTRB Communications Team Leader.
* Roberta is filling in and will serve in this capacity until Oct. 1, 2016.
* Gary agreed to assume role after Oct. 1, 2016, once his schedule will allow.

**Meeting Frequency**

* Group agreed quarterly meetings are adequate for updates on issues and to discuss needs.

**Changes to Team Membership**

* Catherine Gatenby has reported she needs to drop off the team.
* Mary, who is working with the AppLCC, may be joining the team, but is not yet certain.
* Roberta will ask Meagan Racey if she can join the team and will let folks know her response.
* Gary will ask Jennifer Strickland if she can join the team and will let folks know her response.
* Roberta will ask Dave Eisenhauer if he will still be a member, now that he will not be the team leader, or if he intends to drop from the team entirely.

**Update on Status of Website**

* Matt briefly reviewed changes made to the website.
* Cindy will touch base with Matt, Jessica, and/or Roberta with any input/changes she may have.

**Training on How to Add Documents and Make Other Website Edits**

* Roberta will send to Matt a list of those on the Communications Team (to include Megan and Jennifer if they join the team) to contact about training.
* Matt will send out a doodle poll to set up training after he knows who is on the team.
* All who may be involved in editing the site and who are interested can join the training.

**Additional Discussion Items**

* Mary announced that she is working to help set up another Tennessee River Basin Network. workshop in Chattanooga in August 2016 and may contact Roberta and others about how our effort may be presented to that group.
1. Note taker [↑](#footnote-ref-1)