**Steering Committee Conference Call: September 20, 2011**

**Participants**

Adria Elskus (U Maine/USGS), Matt Liebman (EPA), Kathryn Parlee (EC), Susan Russell-Robinson (USGS), Marilyn ten Brink (EPA), and Christine Tilburg (GOMC).

**1. Reminder: Aquatic Habitats**

Christine Tilburg reminded the group that comments on the Aquatic Habitats fact sheet are due this Friday (September 23). She is hoping to release the fact sheet the second week in October.

**2. Council Connections**

During the August Steering Committee call it was suggested that ESIP connect with GOMC members to find out if they are aware of ESIP efforts or have needs that ESIP could assist with. Christine has put together a table of Councilors and possible ESIP connections. The table was sent out with the agenda. Susan Russell-Robinson mentioned that Wendy Weber is not really the DOI contact. Once DOI has settled who the true GOMC representative is she will make contact. Kathryn Parlee stated that she wasn't sure if Daniel Lebel is a Councilor (NRC). She wasn't aware that NRC is participating in the Council. Susan thought that a previous discussion at the Council level implied that NRC would become a member. *(Action to be taken: Christine will connect with Michele Tremblay to see if NRC is now a member of the Council).* Christine will make some changes and send the table back out to the Steering Committee for comment.

**3. BoFEP Evaluation Questions**

Christine stated that she would like to give a pre and post evaluation to the individuals attending ESIP's mini-workshop at BoFEP next week. The group discussed potential questions. Adria Elskus wondered if the pre-workshop questions would be oral. Christine stated that she had intended to have them written so that less verbose individuals would have a way of commenting. Susan thought that using a written pre-evaluation and one verbal question might be a good combination. Christine recalled that the oral question worked well at the NERACOOS-ESIP workshop.

Suggested questions:

 Pre: Have you ever heard of ESIP and GOMC?

 Do you use indicators?

 Do you generate data for indicators versus use indicators?

 Do you currently use webtools to gather scientific information?

 Oral: What webtools do you use outside of work? With work?

 Post: How useful was this workshop with respect to your own job?

 Are you more likely to use webtools to deliver or obtain data?

 What part of the workshop was most useful to you?

 What part of the workshop was least useful to you?

 Any suggestions about topics and/or participants for future workshops?

Susan also suggested that something be designed part-way through the workshop to get energy up. Perhaps asking for quick answers to specific questions and reward with chocolate?

**4. Metadata and the Indicator Reporting Tool**

The group then discussed issues that have been raised with respect to how metadata is stored in the Indicator Reporting Tool. At this time the tool provides links to the parent organization's webpage where metadata is available. However, if the parent organization moves the information the link is useless. Marilyn ten Brink suggested that a table be generated with basic metadata information AND a link to the parent organization. Adria suggested that a button be provided as part of this information that would notify Christine if the link is broken. Individuals on the call liked this suggestion. An example entry for eelgrass was brainstormed. Marilyn also pointed out that it is important that a separate button be provided for this function (broken links) as opposed to general feedback on the tool.

**5. Other meetings**

Marilyn also mentioned that she is attending a meeting in Florida in November and wondered if she could provide some ESIP materials. Christine said that the best thing to do in this case is to print some of the general fact sheets and have them available. Marilyn asked if the fact sheets are, in general, well received. Christine stated that she has gotten positive feedback. She finds she gets the best feedback when fact sheets are distributed at meetings where there is an ESIP presentation.

**Next Call - October 25, 10:00 AM ET**