COTG Mid-year Meeting

April 30, 2020 – 1300 EDT

Agenda

1. Communications with TG members - how is this going?  has it improved?  Lauren, Steve and Denis, from SmithBucklin I/T, will be joining us to learn more about what is working and what is not.
2. New HFES website and database - what do you want to know?  Lauren, Steve, and Denis will be available to answer your questions.
3. TG Handbook and HFES Operating Rules Update Committee - looking for additional members and/or suggestions for additional changes (see previous post with marked up Handbook and ORs)
4. Central repository for TG Dimensions
	* Elected officers
	* Appointed officers
	* Awards given
	* Events
	* Other items
5. Other topics from members

Meeting notes:

1. A majority of the meeting was spent on communication issues with the community pages, below are the main comments and questions:
* Can you contact others in other communities? Response: Would need to have HFES management do it
* Batch option available to download community members with emails (Farzan showed how to access)
* Not easy to use, not transparent to use the community page
* When are the members updated? Response: as people join the TG they are added to the community
* Is there a way to get response for community privately? Response: can have people respond to an individual through the community page
* Can do polls for elections and other questions- has to go through HFES
* Communities term might be confusing to members. Response: fixed on new website (Steve could make it more distinct on new website)
* Current website is hard to navigate, couldn’t find list of TG Chairs easily. Response: web site is being redesigned
* Lag in time that posts come out – why is that? Response: Denis doesn’t know can check with provider, members have option for real-time or digested so that might also be an issue with apparent lag
* Dashboard doesn’t show anything (dashboard is a setting under administration) not contacted to the data it seems
* Emails that come from the community pages are hard to use, hard to tell what is coming from which TG and some things go to more than one TG
* Members ignore the emails because getting too many emails that are hard to access compared to old listserv, so can’t communicate with members
* Several TG Chairs weren’t listed as admin of their community Response: Steve and Denis should be making sure all TG Chairs have admin rights of their TG community page
* Listserv list is what they would like to have so it is obvious to members they are getting an email from the TG Chair. Some TG Chairs haven’t had any responses from members so have no idea what members know or are doing. Response: members can control what emails they get and some may have truned off email for some or all communities, should look into how community settings are initially set and what members know about the settings
* Community is not working seemed to be the general consensus but doesn’t seem there is really any other option being suggested by HFES management
* Some TGs still have LinkedIn groups (HCTG and CyberTG mentioned them) which they use for outreach to non-TG members interested in their TG focus
1. The new website was briefly discussed:
* New website has a separate database and will be more flexible
* There will be an Associate management system
* Website will be deployed around beginning of Q4
* Eventually would like feedback on website but there is a group in the Executive Council that is giving initial input
1. The TG Chair has been edited by Matthew Bolton, Robert Gutzwiller, and myself. We will summarize the major changes that we would like input on and send out a survey to the TG Chairs.
2. There was agreement that a repository of TG characteristics could be useful to all COTG members. Jennifer will set up google spreadsheet that everyone can edit for their TG.
3. TG Chairs welcomed assistance with running nominations and elections, but do not want a mandatory standard. A form template could be useful so each TG could customize for what they need.