

Communication Action Team
Meeting Notes
April 28, 2005

Attendance Kimberly Avery, Julie LeBlanc, Earl Whitlock, Katherine Edgren, Tandy Bidinger, Pamela Hall

Meeting Overview
(25 words or less) Team reported on their progress with the assigned action items. Team brainstormed some key messages to deliver. Team provided addresses for some of the stakeholders and champions for the database. Still looking to improve attendance and participation at these meetings.

Meeting Notes

1. Reviewed next steps created from 3-24-05 meeting.
2. Team members reported on their assigned task from previous meeting.
3. Next steps were discussed and assignments were made.
4. Earl sent letter to Craig Bryson requesting his attendance with the group. Craig responded that previous meetings were same time as County meetings. County meeting schedule will be taken into consideration for future meeting dates.
5. FHWA/MDOT preliminary survey results were shared with the team.
6. Team began to develop Key messages.

Action Items

1. Kim will check on previous addressees that were submitted on the stakeholders and champions and add them to the database..
2. Kim will work with Detroit River International Crossing Group (DRIC) to implement some of the teams performance measures with the LAC group.
3. Kim will add contact information to the stakeholder and champion database.
4. All Team members were asked to Develop the key messages further and define what the message will be.
5. Team will provide comments on FHWA/MDOT Survey results.

Proposed Agenda Topics For Next Meeting

1. Review Action Items (Team Leaders will report out on their progress)
2. Brainstorm Key messages
3. Future meeting dates
4. Next steps

Next Meeting Dates

1. Wednesday, May 25th
9:30am – 11:30am, Brighton TSC, 10321 East Grand River, Brighton, MI

