

Education Council Meeting Guidelines

Council Meetings:

- A maximum of one hour per meeting will be devoted to external presentations.
- The remainder of the agenda items should begin with a statement of purpose explaining the role of the briefing for the Council. Some level of Council input should be expected, whether it be decisional, a request for help, or feedback about a particular project/issue. Priority will be given to decisional briefings.
- A final agenda and materials for the meeting will be posted on the Council's secure website (<https://secure.oesd.noaa.gov/council/index.html>) by noon the Tuesday before the meeting.
- Meeting notes will be sent out for Council review one week after the meeting. Council members will then have one week to review and submit and edits to Jon Lilley (jon.lilley@noaa.gov) who will post the notes by the following Friday.

Presentations:

- External presenters must have a NOAA 'handler'. The NOAA handler is responsible for introducing the presenter, providing the statement of purpose for the briefing, and informing the Council of the level of action required.
- At least a third of the time should be allotted to Q&A and Council feedback/input.
- All presentation materials (slides, handouts etc.) should be sent to Jon Lilley **by noon on the Monday before the meeting** in order to allow them to be posted on the Council's website by Tuesday morning.
- All slides must be numbered and, when speaking, the presenter should ensure they inform those listening on the phone when they move to a new slide.

Education Council Members & Participants 2007

Members	Name	Alternate I	Alternate II
OEd (Chair)	Koch, Louisa		
NESDIS - At Large	Jackson, Nina	Davis-Watkins, Carmella	Dan Pisut
NMAO - At Large	Hammond, Jennifer	McMahon, Elizabeth	
NMFS - At Large	Harrison, Molly	Susan Abbott-Jamieson	
NWS - At Large	Thomas, Percy	Gird, Ron	Watson, Kathy
NOS - At Large	Steffen, Peg	Cox, Thomas	
NOS - NERRS	Ibanez, Atziri	Barba, Kate	
NOS - ONMS	Martin, Michiko	Thompson, Kate	
NOS - Corals	Johnson, Liza		
OAR - At Large	Hiebert, Jorgeann		
OAR - OE	Keener-Chavis, Paula		
OAR - Sea Grant	Walker, Sharon	Grimes, Sami	
OEd - EPP	Rousseau, Jacqueline	Haskins, Chantell	Laster, Meka
PA	Hansen, Robert C.	Jeannine Montgomery	
Ex Officio Members			
NOAA Library	Beattie, Janice	Pikula, Linda	Grimes, Doria
PA&E	Amos, Kevin S.	Chasse, Jason	
PPI	Miller, Dennis?		
Participants			
Ed Comm - NMFS/Habitat	Cope, Gene		
Ed Comm - NOS/NCCOS	Baker, Susan		
LA	Nachbar, Luke		
NMFS	Rupli, Brenda		
NMFS	Varanasi, Usha	Steel, Ashley & Senauer, Ali	McArthur, Deborah
NMFS - NCBO	Sprague, Shannon	Nachbar, Seaberry	
NOS - CSC	McCraken, Krista		
Climate Program Office	Niepold, Frank		
EGT	Faught, Jen		
W&WGT	Wallace, Carla		
Staff			
OEd (Exec Sec)	Lilley, Jon		
OEd	Ginsburg, David		