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Date: January 22, 2009
Re: Executive Director Update

Getting Started — I am in the process of reading through emails, familiarizing myself with Derek's files, and learning the standard administrative procedures. I'll be relying on the board and particularly the Executive committee to help me find my way. All advice is welcome.

Data Open House — I have a short list of contacts from six organizations that might be available to present at the Data Open House. This is my top priority once I have a sense of the current state of the event preparations.

Member Outreach — My top priority after the organization of the Data Open House is member outreach. Ideally I would like to meet with all of our member organizations to introduce myself and gauge the needs of members and of *their* constituents and clients for our services. I expect the meetings to take at least 2 months to complete

Website — I need to review the meeting minutes pertaining to the website redesign proposals and the quotes and scope of services documents Derek had solicited. While the site design could benefit from an update, I'm more concerned with adding additional functions- better visitor & usage statistics, a shared calendar for scheduling meetings, a blog, an interactive catalog of available data, etc. All of the items just mentioned can be added without cost.