

**Caltrans Public Outreach for the CTP 2035  
Team Meeting Summary  
December 17, 2009  
10:30 a.m. conference call**

**Team Members Present:** Del Deletetsky (Caltrans HQ), Nancy Kays, Maria Mayer, Joan Chaplick (MIG), Chuck Anders (Strategic Initiatives)

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Nancy will be gone Dec. 22 – Jan. 12, back in the office on Jan. 13. We held a meeting to talk about roles and responsibilities during that period.

**Interactive Polling**

Marty, Mike, Pam, and Nathan (the speakers) will be informed that Chuck can do interactive polling during their talks, if they have particular questions to pose to the audience. This can be done real-time or planned in advance.

**Strategy Meeting**

A strategy meeting is planned for Monday, January 18 at the Davis MIG office (time to be determined by Del). Chuck will join us by phone, and Joan will come from the Berkeley MIG office. Before this meeting, the Caltrans team members will prepare a list of interactive polling questions. They should keep in mind “What information is most critical to have from this audience?” The Caltrans team will try to hold a pre-meeting with Marty.

**Food at Workshops**

We are planning to have coffee and snacks (cookies?) before and during the workshops, so these are available for the break period as well.

**Workshop in a Box**

This is being translated into Spanish, available by Dec. 22. Joan will make sure Del gets it.

**Web Survey**

MIG will translate this into Spanish as soon as possible.

**Flyer and Web Portal**

The flyer is complete and being translated into Spanish in the next week or so. When it is complete, it will be emailed to the Districts (in English and Spanish) for them to distribute to their stakeholders. There will also be a “What’s New” item on the Web portal announcing the workshops, with links to the English and Spanish versions of the flyer. MIG will make sure that all of the Web portal registrants are notified of the workshop flyer links.

**Workshop Publicity**

MIG will write a media release intended for the major media in each workshop location (but won’t be doing specific ethnic media outreach). This will include an announcement about the workshops and an invitation to fill out the Web portal survey.