Meeting called to order at 1:00pm EST.

Participants: Sue Sim, Erich Rudyj, David Prokrym, Dianne Coats, Debbie Woodbury, Catherine Jones, Fatima Osman, Chris Clark, Ioannis Tzanetakis, Olefemi Alabi, Kevin Ong.

The meeting was called to order by Sue Sim, co-chair of the NCPN Education & Outreach Committee. Co-chair Debbie Woodbury recorded minutes.

Review and approval of minutes from last meeting: The minutes for the March 3, 2017 meeting were accepted.

Current Projects Update

Fruit Trees and Hops: Catherine Jones reported that the Fruit Tree tri-fold brochure is almost complete, pending Tier 2 approval at their June 6 meeting. The Hop brochure will be going to that Tier 2 for review prior to their meeting in July. Catherine is also rebuilding the NCPN-FT website.

Grapes: Sue Sim reported that several tip sheets are being updated.

Sweetpotatoes: Fact sheets are in development.

Fact Sheet Development Process: Sue explained that FPS at UCDavis offers graphic support services for developing NCPN E&O products. Coordinators are encouraged to take advantage of these services if desired. Val Krist, the contract graphic designer, has developed templates for tri-fold brochures and Fact Sheets, which helps create a cohesive look across all crops. FPS will also manage the printing process, and ship final products to multiple addresses at the request of coordinators.

NCPN Newsletter

2017 Winter Edition: The MailChimp version of this newsletter was launched on April 3. Crop content is shown in blog format on the NCPN website, and a PDF of the complete newsletter is posted on the NCPN website.

2017 Spring Edition: The theme of the pending newsletter is “Benefits of NCPN”. Testimonials have been collected by coordinators and the newsletter will be launched in June. [It was launched on June 19 and a pdf was posted on the NCPN website.]

2017 Summer Edition: there was a discussion on how to approach the topic of the next newsletter, which will focus on NCPN funding matters. This edition is intended to support and complement the opening of the 2018 RFA process. Subjects suggested included the collaborative nature of the proposal process, anticipated deliverables at the crop level (or actual deliverables & successes in past years, such
as quantity of plant material produced and distributed), link between the Farm Bill and NCPN. Debbie will work directly with Erich Rudyj and Dave Prokrym on the message and content for this issue.

**Newsletter looking forward:** many ideas were shared about future “themes” including featuring one center per issue and adding a Director’s Perspective where a center director can submit content. The earlier idea of a visual tour of centers was discussed. It was also suggested that E&O members ask their county extension offices to add links on their websites to the NCPN website and newsletter. Debbie accepted the action item to formally ask all E&O members to do this.

**NCPN Websites**
Sue reviewed the list of existing crop sites and confirmed that coordinators are responsible for keeping them up to date. Coordinators should have administrative access to the NCPN website to make crop-specific changes. It was decided that an Education & Outreach page would be added to the site, and E&O minutes would be posted there. [This has been started; older minutes will be added.]

**Upcoming Projects**

**Berries Fact Sheets:** in work

**Citrus Fact Sheets:** developed for Citrus Clonal Protection Plan (CCPP) and HLB

**New Tablecloths:** Sue introduced the idea of having trade show tablecloths reprinted with new NCPN logo. Most were in favor of the update and the suggestion was made to try and find a lower cost vendor; previous cloths cost $100. Another suggestion was to consider purchasing runners instead of full table cloths.

**Table Top Displays:** Sue suggested ordering additional display kits for coordinators to use. Debbie offered to share a design she had created for Hops, Fruit Trees, and Grapes based on the current table top kit [done]. Catherine Jones suggested a new cloth version offered by Poster Garden and the website was shared with attendees.

**NCPN Poster, PowerPoints, Fact Sheets, etc.:** Erich shared his idea of creating a new NCPN-level poster, and also encouraged others to use his PowerPoint as a starting point to customize as needed. Dave Prokrym continues to refine the infographic on how plant material moves through the system. It was suggested that a fact sheet be developed that provides an overview of all the clean plant centers. A template would help to develop these in a consistent manner.

**NCPN Updates:** Erich Rudyj shared that NCPN and the Farm Bill appears on page 15 of the 2016 USDA-APHIS-PP annual report.

**Next NCPN E&O:** target date for the next teleconference is sometime in August 2017.

Meeting adjourned at 2:26pm EST, 11:26M PST.