

Ian Snow

From: Doug Mercer [vo1dtm@hotmail.com]
Sent: January 6, 2011 10:44 AM
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Subject: VPFS Council teleconference 13 Jan 2011

Good afternoon,

Please review the attached Agenda and attachments in preparation for our next teleconference. The dial in info is in the header of the Agenda. Some important points for your review prior to our meeting.

1. This is going to appear tedious, because we are beginning the process of documentation support. SMs need to keep a master file for reference and hand-over to your successor. It's the Council's history.
2. Each of you SMs need to stay "high level." You are managing processes and appointing working groups. You shouldn't be drilling down too deep into this as it's your secretariat's role to keep you organized and briefed for the next meeting. Your "scribe" should live close by and have some analytical skills. The faster that you get these folks in place the faster you are "off the hook." Once they are in place they will network, and we can begin the "best practices" training process.
3. For our teleconference to be efficient, we don't have time for Project Officers/Advisors to give long background presentations. SMs must analyze the agenda, scan the attachments and attempt to constrain your questions for clarifying any ambiguities in your understanding. You won't have time for the nitty gritty, you need to get the secretariat and your own working councils up and running so that the bull work is apportioned to the members of your own WG's and and support team.
4. This presupposes that the secretariat gets the agenda out in a timely manner. Most of the topics are going to involve long term projects so you will build up your knowledge over time. Eat the elephant one bite at a time.
5. One essential thing is that you come to the table with your SEC to be a part of the Specification writing board.

Many thanks for your support of this project, it's appreciated! Talk to you Thursday, 13 Jan 2011-7:30pm EST.

73

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