



INTERNATIONAL ENVIRONMENTAL DATA RESCUE ORGANIZATION

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## **Summary of IEDRO Volunteer Activities for the Weeks of October 11 & 18, 2010**

**Attendees:** Doug Klotter, Rick Crouthamel, Sue Venter, Larry Nicodemus, Jean-Paul Miller, Pooja Virkud, Kevin Tsai, and Penny Paugh

**Henceforth, volunteer activity summaries will be disseminated on twice a month. Staff meetings will continue to be weekly. Penny is now leading the meetings.**

**Visit our new blog at <http://iedro.org/blog/>**

### **Administrative**

Chairman of the Board, Janet Sansone, is requiring that we produce an annual report at the beginning of 2011. To that end, we are now making up monthly reports (designed by Sue Callis). Penny formatted the first monthly report and posted it on our blog. Plans are under way to post them on our new website as well.

Sue Venter has been attempting to make a DHL account for mailing of items to Senegal. Mailing to that country can be tricky. Sue also receive notice that the bid she sent for GIS software was received

### **NCDC**

Funding from NCDC is not so certain. Rick and Sue Callis are making queries.

### **Strip Chart Program**

Rick is searching amongst his circles to find software developers for the strip chart program. Penny suggested requirements be collected. Penny will approach a friend who expressed an interest in doing this task.

### **Project Reporting Software**

Larry is fine tuning software to translate photo images received from sites into Excel. The program makes it possible to click open an image to obtain information and to easily inventory data collection.

### **Conferences**

November 3-5 ACRE (the United Kingdom's Meteorological Office) will be sponsoring a conference in Baltimore. All those who would like to attend, please notify Rick.

**Projects**

Tanzania sent a batch of images directly to NCDC and a copy to us.

Sharon LeDuc from NCDC will be joining our staff after she retires in November. She will be helping to set up our Bolivia site.

Rick is designing PowerPoints for administrative staff of sites and another for technical staff. He will announce on our service to provide value-added software to sites. Teddy will help.

**Public Relations Teams**

Much of the work performed by our teams is ongoing.

**Education Series**

Penny wrote up a video project summary and began to prepare a foundation proposal strategy. She needs Rick's help to write up a final section to the video. Rick will get to it in two to three weeks.

**Website Development**

Penny has gained Go Daddy's approval of our design for the online ship/donation page. They will begin the design now. Pooja has volunteered to help Penny the site – it will be composed of easy to build shopping carts. The Go Daddy staff will only staff up the site.

Penny has carefully reviewed the site map made by Meagan and given it her blessing. She gave Megan design ideas for each tab of the website.

Penny will get Teddy's bio posted to the website.

Joan posted update to the Current Volunteers section. Steve Mollins made a correction to the Education down-menu and minor edit to that tab. This information will need to be change in the foreign language editions.

**Website Maintenance**

Long-time volunteer, Joan Kauth, is stepping down from the position of web administrator. Megan, who is redesigning our website, has accepted the post.

*Thank you, Joan, for helping us through trying times.*

**Website Foreign Interpretation**

Our new Mandarin translator, Lu, is working on Press Releases in both dialects. Dario did all the press releases and is now going through the site to reflect updates in the Spanish translation. Penny will be handing our assignments to the other translators to prepare for the migration.

**Newsletter**

Articles have been collected for the November/December issue. Penny has edited some and given them out to be translated.

We would like to recruit someone who will generate, one-time-use mailing lists to widen our readership and increase awareness of who and what we do.

**Marketing**

The Marketing Team has distributed fliers at colleges in NYC, DC and Northern Virginia. As Penny and Rick generate boiler plate materials for foundation proposals, Pooja and Kevin will act editors.

Sil has made us two packages of screen savers! Thank you Sil.

**Fundraising**

Rick has asked Penny to start fundraising soon. We have not succeeded in recruiting a foundation proposal manager. Penny and Rick will work together in the next 2 to 3 weeks.

**LinkedIn, Blog and Facebook Pages**

Max has continued training Penny on the use of the blog. Earnest is making blog backups. Max is planning to set up blog analytics next.

Penny has connected the blog to LinkedIn and has made some mailing lists to which she is sending articles monthly. Meanwhile, we have recruited a new volunteer who is designing a new blog site for us, Hemanth, who is a high school student from India. Max is busy and will not be able to continue helping us.

Dot continues to manage our Facebook and Wiki sites.

Please visit the new blog and give us feedback: <http://iedro.org/blog/>

**Help Wanted**

- Marketing assistance: Mailing list developer – make up mailing lists every 2 months for one-time mailing to increase our readership and broaden our networking.
- Writers to make short articles on a regular basis.
- Translators – To help our teams of Portuguese, French and Simplified Chinese translators.
- Join the Marketing team. We welcome your ideas and work collaboratively on projects.
- Persons who know HTML to help maintain our website and made edits to our eNewsletter.