

## **ADMINISTRATIVE CORE CONFERENCE CALL**

Date/Time June 03, 2004 @ 12:00 P.M. (PST)

Attendees Michael Charness, Tatiana Foroud, Sarah Mattson, Deidre Roach, Ed Riley, Jennifer Thomas, Ken Warren and Maudray Hogan.

### **RECOMMENDATION/DISCUSSION**

#### **Updates**

- All manuals are now available on-line and are downloadable.
- Meeting minutes will also be available on line.
- Pilot Projects contracts are all out.
- We are pleased with the data acquisition in Italy. All contracts are in place.
- Ken Jones is currently in the Ukraine and taking photos, which began 05/05/04.
- The computerized Water Maze software has been purchased and is in process of being translated. Once the translation takes place, it will be available to download (we have 6 sites).
- Brain Imaging is just about ready. Had to ship because they were unable to take on plane. Therefore, someone has to be responsible for taking to different sites.
- Finland Imaging – We are currently prepping to make imaging a priority in their project. They want more money to do so. More data will be presented at RSA meeting.
- Christina Chambers is on her way back from Russia. Things are going well there. Performing ultrasounds are on-going.

#### **Tatiana Foroud**

- 3-D Cameras has been taken to Buffalo.
- Luther Robinson has reported that he has not had many subjects and that it has been challenging to do the younger children. Waiting for some suggestions from Luther regarding this.
- We will have more money in the budget September 1, 2004.
- Luther can take camera with him and serve as the shuttle service as Claire Coles has done.
- Next time we'll have to decide if the cameras will go to San Diego or to the Plaines.
- Currently there is a camera in Russia, one in the States and one in South Africa.

#### **Sarah Mattson**

- San Diego is starting data collection during the month of June (all test are currently in the field), working on Administrative Manual; waiting for feedback. Very close to being ready.
- Claire Coles is currently working, but will be taking off for the summer.
- Ase Fagerlund (Finland) and Tatiana Riazanova (Russia) will be attending the RSA meeting, then here to San Diego for intense training.
- Everything is progressing well.
- Andy Arenson has not been replaced. Ed will speak with Craig Stewart regarding the slow progress and importance of replacing him.
- No progress report from Sandra Jacobson.
- Regarding Phil May's update – he is making steady progress. Study is ready to go as well as the Intervention Study.

**New Business/Concerns**

- Michael Charness was concerned about Keith Miller's study: i.e., what sites are being labeled? Ed stated that more information would be available at the Vancouver meeting.
- Also, since the last meeting, Charles Goodlett has emailed that there are no concerns and he is making good progress.

Meeting Adjourned @ 1:00 pm.

Submitted progress reports are attached.