

ADMINISTRATIVE CORE CONFERENCE CALL

Date/Time July 29, 2004 @ 12:30 P.M. (PST)

Attendees Christina Chambers, Michael Charness, Sandra Jacobson, Sarah Mattson, Ed Riley, Luther Robinson, Ann Streissguth, Craig Stewart, Jennifer Thomas, and Maudray Hogan.

RECOMMENDATION/DISCUSSION

Use of cameras:

- We are hesitant to spend such a large amount of money right now on a third camera at this time. We need data showing utility of the camera.
- Currently there is one camera in the states (Buffalo), and one in Finland. The plan is that the camera in Finland will eventually go to Moscow then to South Africa. Luther has collected images and in the process of sending data. Luther is willing to loan out the camera that he has in Buffalo right now, as long as he gets it back in a timely manner. Camera would go to the Indiana group since Ken Jones does not have the software needed to run program at this time.

Other Items

- Ed: Has not received Progress Reports from everyone. Need the ones that are U01 and U24s. Needs these ASAP.
- Having some issues with current web designer; we are currently looking to hire a new web designer.
- There was concern regarding the "blurring out of faces" on the webpage. Ed reassured that this part of the website would not be available to the general public, only to PIs. This part of the site will be behind a firewall and you would need a password to enter. We will have all the appropriate forms signed and approvals in place.
- Michael reiterated the importance to getting the prospective questionnaire issue resolved.
- Sandy suggested that a conference call be scheduled to continue with the resolution of the questionnaires.
- We will send out emails to everyone to find a more convenient time for everyone than the last Thursday of the month.
- We are in the process of setting up the new visual conference system for conference call and it may be ready to go by the next meeting. All you would need is: 1) a P.C., 2) a small video camera, and 3) a microphone or phone.
- Ed will call Deidre Roach and Ken Warren (NIAAA), immediately after the meeting regarding the problem of getting them on the conference call and to fill them in on the meeting.

Meeting Adjourned @ 1:00 pm.