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| Description: Brand_4color.jpg | **Commonwealth of Kentucky****Transportation Cabinet** |  |
|   | KEEN  | **Date:** 11/19/2010 |
|   | Board Meeting Minutes | **By:** Jennifer McCleve |
| **Attended:** | Michael Black (CO – Materials); Jamie Byrd (CO) Steve Farmer (D7); Mike Lorenz (D6); Jennifer McCleve (CO); Nikki Molleson (D6); Brandon Seiter (D6); Michael West (D11);  |  |
| **Meeting Topic:** | Board Meeting |  |

**ITEMS DISCUSSED:**

* **State of KEEN this school year**
* No updates from districts on presentations given.
* Many districts are asking for more materials, some of which we have to provide.
* Action Items:
	+ Ask DO’s for count of presentations/students so far in the 2010-11 school year/
	+ Ask DO’s to hold high school presentations in Jan/Feb to promote the scholarship program.
* **Existing handout changes (coloring gooks, engineering brochure)**
* The revised engineering brochure has been well received.
* The revised coloring books have been offered to the districts.
* Many districts are acquiring board exhibits developed.
* Due to budget constraints, some cannot acquire the exhibit.
* Action Item:
	+ Provide a digital copy of the board exhibits so districts can manipulate and print themselves.
* **Website: how can we improve it?**
* The website is generally outdated and has old contact info.
* Video clips of KEEN events would be valuable on the site.
* Video clips of KEEN’s purpose
* Action items:
	+ Contact Will Holmes and John Sykes to work towards a website rehab.
	+ Contact Miranda Thacker and Ann Gibson to plan video clips of KEEN presentations. (Done)
	+ D6 will perform the video presentations (April 2011)
	+ Works towards getting a KYTC Minute on KEEN (August 2011?).
* **Upcoming events. Anything we should publicize?**
* None known.
* **ProjectWise: are we using it?**
* It is unknown if Dos are using it, we are positing a bit on PW.
* Sharepoint will likely be our final data sharing repository.
* We need to plan for the cross-over but keep posting on PW.
* Action Items:
	+ Remind district offices to put info in PW
* **E days: ideas?**
* David Moses will handle for UK
* UofL may be a site that we should participate.
* Northern KY Univ. – Brandon has attended previously
* KSU – We have not been asked to work with KSU for a while.
* Action Items:
	+ Contact David to make sure he is ok.
	+ UofL will email Jamie.
	+ Make contact with KSU
	+ Brandon will make sure NKU is handled, if needed.
* **Diana Radcliff – Div of Maintenance**
* Has offered KEEN Outdated Signs
* Action Items:
	+ We will ask if 15 sets (stop sign, construction sign, speed limit) be provided.
	+ Email DO’s about sign presentation … D9 – Allen Blair?
	+ Thank Diana for the offer (done)
* **KY State Fair**
* The booth may have been overstaffed at times.
* Action items:
	+ Ask Margaret Fuqua if she feels the booth should be 2 people only (1 KEEN, 1 Public Affairs) except on high volume times (weekends) where 3 should be allowed.