ARO Communications Committee Meeting Minutes

Date: June 26, 2025
Time: 5:38 PM EST
Facilitator: Mike Bowl
Attendees: Rhiannon McNeely, Dietmar Wohlbauer, James Dias, Ruben Stepanyan, Kelsey Anbuhl, Barbara Vona, Hainan Lang, Nicolas Grillet, Yuan He, Francisco Barros, Farideh Moeinvaziri

---

1. Outreach Slide Deck Development

Summary:
The committee discussed updating and finalizing two outreach slide decks targeted at younger and older student audiences. The goal is to have both decks completed and ready for presentation at the October Council meeting, ahead of the next Mid-Winter Meeting. The group agreed to split into two teams, each led by a volunteer, to streamline the work and ensure consistency across both decks.

Decisions Made:

- Two slide decks will be developed: one for younger students and one for older students.
- Francisco will lead the younger audience deck; Kelsey Anbuhl will lead the older audience deck.
- Slide decks should be finalized by October for Council review.
- Key messages should be included on each slide; full scripts are not required.
- Activity ideas should be simple, reusable, safe, and cost-effective.

Action Items:

- Committee members to sign up for a team via the shared Google Doc.
- Francisco and Kelsey to coordinate their respective teams and provide monthly updates.
- Rhiannon to ensure the October Council agenda includes this item.

---

2. Website Review and Feedback

Summary:
Barbara Vona led a walkthrough of the ARO website, identifying outdated content, broken links,

and areas needing reorganization. The committee discussed improving navigation, updating terminology, and removing or replacing obsolete resources like the Noisy Planet link and the inactive Speakers Bureau page.

Decisions Made:

- Outdated outreach events (last updated in 2019) should be reviewed or removed.
- The Speakers Bureau page should be removed if inactive.
- The “Noisy Planet” link should be removed due to the site being defunct.
- Funding and job opportunities should be consolidated and relocated under more logical categories (e.g., Resources).
- Committee listings on the website under spARO should be reviewed for accuracy.

Action Items:

- Barbara to email her findings to Kristin.
- Rhiannon to relay all suggested website changes to Kristin.
- Yuan He to confirm spARO committee listings are accurate.
- Committee members to continue reviewing the website and report issues to Kristin or during meetings.

---

3. Mini Grant Metrics and Future Updates

Summary:
Nico will provide an update on mini grant metrics at the next meeting. The committee acknowledged that the mini grant section on the website is currently unclear and needs revision.

Decisions Made:

- Mini grant section on the website needs clarification and better visibility.

Action Items:

- Nico to present mini grant metrics at the next meeting.
- Kristin to be informed of the need to revise the mini grant section.

---

4. Meeting Scheduling and Summer Planning

Summary:
The committee discussed the upcoming meeting schedule. There was general agreement to continue work over the next month and potentially take a break in August.

Decisions Made:

- Continue progress on slide decks over the next month.
- Consider skipping the August meeting depending on progress.

Action Items:

- Rhiannon to confirm with Kristin whether a meeting is scheduled for August.
- Committee members to continue contributing to slide deck development.

Summary

The committee focused on developing outreach slide decks, reviewing the ARO website for improvements, and planning for future updates on mini grant metrics. Key leadership roles were assigned, and a clear timeline was established for presenting materials to Council. Website content and structure were critically reviewed, with several actionable improvements identified.

Decisions Made

- Develop two outreach slide decks for younger and older audiences.
- Assign Francisco and Kelsey as team leads for the decks.
- Present finalized decks/Outreach Program to Council in October.
- Remove or revise outdated website content (e.g., Noisy Planet, Speakers Bureau).
- Update terminology and reorganize funding/job listings.
- Review spARO committee listings on the website for accuracy.

Action Items

- **Francisco & Kelsey Anbuhl**: Lead slide deck development and provide monthly updates.
- **Committee Members**: Sign up for deck teams and contribute to slide content.
- **Barbara Vona**: Email website feedback to Kristin.
- **Rhiannon McNeely**: Relay website changes to Kristin; confirm August meeting schedule.
- **Yuan He**: Verify spARO committee listings.
- **Nicolas Grillet**: Present mini grant metrics at next meeting.