ASSOCIATION FOR RESEARCH IN OTOLARYNGOLOGY

Communications Committee Meeting

Date:	July 13, 2026	**Meeting Chair:**	Mike Bowl
Time:	2:03 PM - 2:32 PM EDT	**Duration:**	28 minutes, 46 seconds
Format:	Virtual (Video Conference)	**Document:**	Official Meeting Minutes

ATTENDEES

Mike Bowl — *Committee Chair*

Kelsey L. Anbuhl — *Committee Member*

Francisco Barros — *Committee Member*

Barbara Vona — *Committee Member*

Alyssa B. Price — *Committee Member*

Nicolas Grillet — *Committee Member*

Allison Johnson — *Executive Office (Parthenon)*

DISCUSSION & PROCEEDINGS

Topic 1: Outreach Initiative Launch & Educational Resources

- **Launch Timeline:** The committee discussed finalizing and launching the outreach award initiative by the end of July (target launch week beginning July 27, 2026). Materials will be distributed to the entire committee for review by Friday, July 17, 2026, with a feedback window open through the week of July 20.
- **Educational Slides & Guidelines:** Francisco Barros has developed structured slide decks and accompanying simplified guidelines (broken down by slides 1-15, core messages, and recommended activities). He will share the final copies with the committee. Kelsey Anbuhl is drafting the remaining guidelines within the next 1 to 2 days. These files will be cross-linked under the "Resources" section on the web page.
- **spARO Member Eligibility Clarification:** To address widespread confusion regarding who qualifies as a "spARO member" (which includes students, postdocs, and trainees within 7 years of graduation), the committee agreed to add a clarifying asterisk with eligibility definitions directly at the bottom of the landing page, accompanied by a hyperlink to the main spARO page.
- **Award Structure Modification:** The award layout will be amended to read "up to three winners" (rather than a guaranteed "three winners") to ensure a healthy level of competition and prevent awards from being given to low-effort entries in years with lower participation.

Topic 2: ARO Mini-Grants Update

- **Cross-Promotion & Website Layout:** To increase engagement, the committee will establish a mutual hyperlink between the Outreach Landing Page and the Mini-Grants Page (e.g., a "Finance your outreach activity" callout).
- **Showcasing Past Winners:** Nicolas Grillet will compile and submit summaries/photos of previous mini-grant awardees. These concrete examples will be displayed on the webpage to encourage future applicants. Allison proposed packaging these success stories into subsequent email campaigns or social media pushes to members.

Topic 3: Wikipedia Page Project

- **Award of Merit Winners:** Robert, who is currently away on a six-week fellowship, is highly enthusiastic about leading the initiative to build out Wikipedia pages for ARO Award of Merit winners. A comprehensive project overview will be presented once he returns to regular committee meetings.

Topic 4: Member Surveys & Recording Forms

- **ARO Membership Survey:** The strategic barriers survey, co-drafted by Matthew Kelley and Mike Bowl, has been finalized and sent to Kristin Johnson for review. It has not yet been dispatched to the general membership.
- **Outreach Activity Recording Form (Item 3C):** The committee reviewed the draft submission form. Barbara Vona raised a minor technical issue where an automated AI question-generation module was showing up during earlier preview testing; this was noted for cleanup. The committee confirmed that collection of demographic/EDI data (such as gender) is unnecessary for this operational tracking.

Topic 5: Other Business & Next Meeting Schedule

- **Future Initiatives:** Committee members are encouraged to brainstorm future projects (particularly those focused on supporting spARO members) and submit ideas via email before the next meeting.
- **August Recess:** Due to summer vacation schedules and historically low vacation-period attendance, the regular August committee meeting (originally scheduled for August 10) is canceled. The next standard meeting will be held in September. If urgent issues arise regarding the late-July launch of the outreach awards, the chair will call an emergency brief.

ACTION ITEMS & NEXT STEPS

TASK / DESCRIPTION	ASSIGNED TO	DEADLINE	STATUS
Draft remaining Outreach guidelines and resources	Kelsey L. Anbuhl	July 15, 2026	PENDING
Share slide decks and accompanying simplified guidelines with committee	Francisco Barros	July 17, 2026	PENDING

Distribute Outreach materials, feedback form link, and draft web page to full committee for review	Mike Bowl	July 17, 2026	PENDING
Submit summaries and photos of previous mini-grant awardees to Executive Office	Nicolas Grillet	July 24, 2026	PENDING
Update draft Outreach page formatting (add spARO eligibility asterisk/link, update to "up to three winners")	Executive Office / IT Wizards	July 24, 2026	PENDING
Schedule wrap-up meeting for the week of July 27 to finalize Outreach Award Launch	Mike Bowl / Allison Johnson	July 24, 2026	PENDING