

## **Minutes from 12/14/2011 11:30AM POT, ALA, and PS Clean Air Agency telephone conference call**

Subject: Transfer of Maritime Air Forum web page from PS Clean Air Agency to American Lung Association's Web Site

Conference Call Attendees: Port of Tacoma : Cindy Lin and Ron Stuart , American Lung Association : Tim Puishis, IT Manager, Puget Sound Clean Air Agency: Carole Cenci, and Elizabeth Gilpin

The attendees listed above held a conference call to discuss moving the Maritime Air Forum web page from PS Clean Air Agency's web site to the ALA web site.

Per Ron Stuart, at a previous Puget Sound Maritime Air Forum meeting Ron suggested to Renee Klein and Carrie at ALA the idea of ALA hosting the Air Forum Web page on ALA's web site. Currently, the web page is hosted on the PS Clean Air Agency's web site, but it is difficult to navigate to the Maritime Air Forum page. In addition, the Agency does not have the staff to maintain the web page and make sure it is an effective communication tool. The ultimate goal is to create a web site that will serve as the main communication tool to make the Air Forum more transparent to the public and to share a greater amount of pertinent, timely, information with them.

Carole C. advised the group Kimberly Kline, the Agency's communications group team lead said we can provide ALA the text and graphics from our Maritime Air Forum web page. Ms. Kline was on standby to offer technical assistance if needed during our conference call.

Mr. Puishis with ALA suggested we give the Maritime Air Form its own web site and URL and not house it at the ALA. The group agreed to this idea. The web site would be created, and updated weekly by Tim Puishis. In addition, the ALA would cover the costs to post and maintain the web site. The web page would be the main tool to communicate the activities and status of the Maritime Air Forums emissions inventory with the public. According to Ron Stuart, the current Maritime Air Forum has not been updated since 2005. The final report for the 2011 Puget Sound Maritime emissions inventory will be complete during the late summer of 2012 and eventually it will be posted to the new web site. Ron Stuart is the Project Manager. On a weekly basis, Ron will provide Tim updates to the web site by email. If there are no updates for a given week, Ron will communicate that information to Tim.

The Maritime Air Forum web site will feature a home page with announcements (old announcements will not be archived), a partner's page, a meetings page that will include activities such as emissions

inventory updates, a reports page, and an events page. We discussed whether or not to announce burn bans on the Maritime Air Forum web page. The group decided against the idea since burn bans are so time sensitive. Often times they are called quickly and removed quickly. The group agreed that 48 hours lag time for Tim to update the contents provided to him by Ron Stuart on a weekly basis would be acceptable. The content on the new web site will be static. However, web site users will be able to post email questions and comments that will be sent to an email box at Port of Tacoma for Ron Stuart to review and respond as appropriate. The web site will also include meeting agendas and information on participants in the steering committee and the sector committee work groups. The preferred name for the new web site is Puget Sound Maritime Air Forum.org. The go-live date for the new Puget Sound Maritime Air Forum web site will be early January of 2012.