

**Board for Private Sector Meteorologists (BPSM)**  
**Mentoring Subcommittee Conference Call Summary**

Tuesday, June 3, 2008, 1:00-1:45 p.m. EDT

- Telecon Participants: Kyle Beatty, Ken Carey, Brian Mardirosian, Kathy Strebe, Bruce Thomas
  
- Summary:
  - Discussed the AMS hosting of a shared directory, password-protected
  - Application process: Brian to check into the use of “survey monkey” (back-up option to be Excel-based). Would like to post the application link on our website, so all the applicant needs to do is open the link and fill out the form electronically. Survey monkey could also be used as a feedback tool.
  - Administrator’s spreadsheet: to collect all mentor/mentee names. Per Kyle, have more than one member work on this and spread the workload by assigning per geography & interest in the field
  - Look at creating an automatic “form email” plucking straight from our Excel file in the admin spreadsheet, looking for mentor & mentee pairing.
  - Recruitment of additional members: an on-going task for all of us. Discuss at conferences & events that we all attend, hand out fliers, etc. Consider an informal “quota” for each committee member?
  
- Action Items:
  - Brian – to create a mock-up survey monkey application. Work with Kyle to create the template application. They will send the rest of the committee sample links for testing and feedback.
  - Brian – work on a shared directory for us that can be hosted by the AMS.
  - Brian – see if a form email can be created automatically from our Excel file re mentor & mentee pairings.
  - Kyle – work with Brian on a new application.
  - Ken – find (which he did and sent around to us) last year’s thank-you notes to mentors/mentees.
  - Kyle – to tweak the thank-you notes, add a question asking for feedback on the notes and also ask on the form if they would be willing to give a testimonial about the program which could then appear on our website.
  - Bruce/Ken – create a template for a flier/brochure.
  - Kathy – after we get a chance to review the sample applications, schedule the next meeting/call.
  
- Next Subcommittee Meeting: TBD