**Presidential Primary Sources Project - Meeting Minutes**

**December 4, 2014**

**12:00pm PT/1:00pm MT/2:00pm CT/3:00pm ET**

**Participants**

Jim McGettigan –National Park Service

Marianne Peak- Adams National Historical Park

Kelly Cobble - Adams National Historical Park

Pat Clarke – President James Buchanan’s Wheatland

Bob Enholm –Woodrow Wilson House

John Fafalios – MAGPI –University of Pennsylvania

Todd Arrington - James Garfield Historic Site

Kerry Wood - William Howard Taft Historic Site

Elizabeth Dinschel – Herbert Hoover Presidential Library and Museum

Arlene Jackson – Ulysses S. Grant National Historic Site

Kerry Sauer - K-12 Outreach, North Dakota

Linda Rosenblum – National Park Service

Christian Davis –Bill Clinton National Historic Birth Site

Marlo Mallery –Theodore Roosevelt Center

Sharon Kilzer – Theodore Roosevelt Center

Jen Epstein – National Mall and Memorial parks

Nancy Petron - Jimmy Carter National Historic Site

James Werle – Internet2

Thomas Giannettino– Internet2

**ACTION ITEMS:**

* **All Participating Content providers – Provide the following information by Friday 12/12 using the google spreadsheet here: <http://goo.gl/z0qJnQ>**

1. The preferred date and time(s) for your program.
2. Describe your existing videoconferencing equipment set up and/or any technical help you will needs to participate in the project

* **If you haven't confirmed your participation as a content provider, please submit the following google form ASAP** [**http://goo.gl/forms/rJqf8GpWl**](http://goo.gl/forms/rJqf8GpWlO) and review the following project background information.
  + Team meeting notes from our Nov 20th project kick off call here: <https://internet2.box.com/s/nhsfclqanq9tneve5fqr>
  + Past PPSP program video archives to get a better feels for how others have structured their presentations.
    - 2012-2013 PPSP Series Archive: <http://goo.gl/dhHouu>
    - 2013-2014 PPSP Series Archive: <http://goo.gl/gAaUPL>

**Meeting Notes**

1. 2015 Program Schedule

* We need to wait until all sites have confirmed their presentation dates/times before we can finalize the 2015 program schedule. We will likely have a few more presenter sites coming on board over the next week.
* **Each presenter site needs to indicate their preferred presentation times/date by next Friday 12/12.** Please use the following google spreadsheet to do so: <http://goo.gl/z0qJnQ>
* The 2015 PPSP program series will run from January 19th - May 1st 2015. Pick a time and date in this timeframe. Remember each program is repeated on the same day so choose a morning and afternoon time. This helps us reach schools across all the time zones.
* Confirmed presenter sites so far:
  + The Truman Library
  + The Sixth Floor Museum at Dealey Plaza
  + Herbert Hoover Presidential Library and Historic Site (The NPS historic site is not sure if they can participate, so it’s a maybe)
  + The Woodrow Wilson House
  + James Buchannan Wheatland Site
  + Bill Clinton Historic Site
  + U.S. Grant National Historic Site
  + Abraham Lincoln Birthplace
  + William Howard Taft Birth Place
* Some sites agree that the earlier the better, as by summer many NPS historic sites begin selling out every day and are unable to do presentations.
* Kerry Wood: we would like to choose a slot later in the year.
* Watching past sessions can be a very helpful option for getting up to speed on how these programs have been delivered in the past.
* Marianne Peak- Adams National Historical Park: Are you open to adding more sites to this list, or is this the complete list for this year? We’re thinking about how this might serve us and perhaps we can re-approach this for next year, when we will be reaching our 70th anniversary.
  + James: we can probably absorb a few more sites. No problem if Adams National Historic Park wants to wait until next year to participate.
* Marianne Peak: What have we budgeted as a cost factor?
  + Staff time and any equipment you need to purchase is the only cost for the sites to participate.
* James: Jim, we might need to have a conversation with William Howard Taft to get them up to speed on the technical side of things.

1. Group discussion on how each site is approaching the development of their

program around the civil/human rights theme

* A lot of you have asked questions about how we are going to tackle this. Some Presidents served at a time when these issues were highly complex and we will need to distill their stories down to something that is manageable for middle/high-school students.
  + Kerry Wood: I would be curious to know what TR’s people intend to do, since Taft served right after Roosevelt.
    - Maybe you make the point that he was more of a property-rights President. Perhaps compare him to another administration. An example is Hoover. For our past series, “leadership in times of crisis,” we focused less on his presidency and more on his pre-presidential efforts during WWI.
  + Jen in DC: We can talk about Lincoln, but we can also talk about the memorial sites that have been backgrounds to major civil rights events.
  + Jim: there are some awesome opportunities for outside classrooms, especially on the Mall. We can set up Wi-Fi networks so that students can access technology right at the site. This is not an issue.
  + Jen: It’s important for us to go before March, as the Cherry Blossom festival will make it impossible for us to host anything. However, the weather in DC at that time can tough. It would also be nice to do something in February during Presidents Day.
* By the next time we meet, let’s plan to have our final program locked down and be well on our way to having something to share with teachers.

1. Discuss marketing plan

* We can’t start this part of the project too soon. One of the most difficult things has been making the schools aware of it so that they have enough time to fit it into their curriculum and lesson planning.
  + James: Proposed that we set up subset of us exclusively work on and think about the marketing strategy.
  + The scope of this group would be to brainstorm the various mechanisms to get the word out to teachers, curriculum support folks, the tech people within districts, draft specific communications, etc.
    - Christian: we would love to be a part of that.
  + Mary-Ann (from Adams): Before we volunteer, I would like to be more knowledgeable of successes that have already taken place with this program and get a clear idea of how this can benefit sites.
  + **Let James know if you’d like to be part of the marketing working group.**

1. Next Steps/Other Business

* Going into Christmas, our goal is to have the program schedule nailed down and the marketing plan well underway.

Planning Call Schedule

Planning calls for the PPSP will be held every other Thursday at the following/dates times:

* Thursday, December 18 - 8:00am PT/9:00am MT/10:00am CT/11:00am ET.(**note:** we moved the start time of this meeting to earlier in the day)
* Thursday, January 8 - 12:00pm PT/1:00pm MT/2:00pm CT/3:00pm ET.

Dial Instructions: +1-734-615-7474 (preferred), +1-866-411-0013 (toll free US/Canada Only). PIN: 0166762# (Participant)