

**MEETING
DENVER MUSEUM OF NATURE AND SCIENCE
AND
VENUS WINDS PROJECT, DMNS**

25 FEBRUARY 2016 3:30 – 4:30 PM

DMNS: **Jared Vazquez, Dave Blumenstock**
VENUS WINDS PROJECT: Project Lead: **Mark Bullock** (not present)
Art Tarr (Coordinator)

AGENDA

Venus Winds meeting scheduling (3:30 - 4:30)

Calendar issues

Meeting date scheduling

Calendar most crowded on Thursday evening

Scheduling: Tues (best); Mon (less best); Wed (least best)

Fixed vs. variable schedule: Advantages and disadvantages

Flexibility for schedule changes

Calendar posting online

Excellent idea! (DB)

Request Marta to add calendar to Venus Winds site

Meeting time and duration

Nominal 6:00 – 8:00 PM

No anticipated time/duration changes at present

Could be implemented soon if decisions are made (JV)

Meeting place requirements

Normal seating around table

Whiteboard required

Projection system essential; special technical requirements

Handout (MB)

Off-site meetings (any policy issues?)

None at present

Other Project Support (as time permits)

Improved administrative collaboration

Processing new/prospective volunteers

No new volunteers while DB is absent

Closer collaboration with Space Sciences

Suggestion: Ke chun yu (DB)

Volunteer hours policy

Volunteer hours do NOT include travel time (DB)

Volunteer expenses (e.g., mileage) ARE a tax write-off (DB)

Volunteer Appreciation Dinner 13 June 2016 Details later (DB)