

**CSULA-COH Collaborative Meeting Minutes
Principal Investigators' Meeting
Thursday, April 12, 2007
11:00 a.m. – 11:30 a.m.
Teleconference**

Present: J. Momand, S. Kane

Topic	Major Points	Action Needed	Responsible Party
1. Website	The last round of revisions have been made. Susan identified a few typos and made additional minor formatting suggestions. These will be reviewed by Jamil and passed along to Ronnie.	Review website and suggested revisions	Jamil
2. Distinguished Speaker Series	No additional response has been received from Dr. Krieger.		
3. Interface with NIH	<p>The bulk of this meeting was devoted to finalizing plans for the site visit. Site visit attendees were reviewed -- Jamil and Susan will send out reminders to attendees from their respective campuses. They also agreed on the final agenda for the site visit:</p> <ul style="list-style-type: none"> • Meeting at 9:30 a.m. • Remarks by Belinda Locke • Overview presentation by Jamil, including website demo • Progress to Date presentation by Susan • Tour of CSULA facilities • Lunch -- Belinda, Jamil, Susan <p>Susan and April are assembling a notebook of meeting minutes and handouts, which Susan will bring to the site visit.</p> <p>Jamil will make arrangements for food, parking, and facilities tours. He will find out if the meeting room has internet access for viewing the website.</p>	<p>Confirm that meeting room has internet access.</p> <p>Make arrangements for food, parking, facilities tours.</p> <p>Finalize and bring meeting notebook</p> <p>Prepare Progress to Date presentation</p>	<p>Jamil</p> <p>Jamil</p> <p>Susan</p> <p>Susan</p>

Topic	Major Points	Action Needed	Responsible Party
4. Administrative issues	Erik Kachmarsky is carrying forward the contact with Barbara Fisher regarding the CSULA out-years budget. Belinda Locke has also been following this from the program side. Barbara is currently out on medical leave, so they are awaiting her return.		
Next Meeting: April 19, 2007 (NIH Site Visit)			