**NNIPCamp Dallas**

Session 1: Wednesday 10/22/2015, 1:30-2:30pm

Location: Pegasus #1

Session Title: New staff orientation/welcoming process

Organizer: Kathy Pettit

Primary Notetaker: Jake Cowan

Participants:

Katie Pritchard

Tim Bray

Sean Capperis

Alejandro Murillo

Jie Wu

Brian Hurd

Eleanor Tutt

Kathy: Current process. Send a copy and pasted welcome letter and add new folks to the google group.

We also have NNIPNews, but that is a much larger 1,000+ person list

We don’t have a good way at NNIP HQ to know who is staff/isn’t at each partner

NNIP HQ trying to hook drupal web site to salesforce; not there yet

Web site is where you do housekeeping, find out what topics issues folks are working on; NNIP HQ needs to simplify these things

Another issue - connecting old and new partners; e.g. Milwaukee’s Impact Partners is new, how do they know how to relate to older partners and vice versa

Katie - What are the uses of the web site now?

Kathy - Topics and issues are most searched

Tim - We lost digital copy of wholeness index, found it there (not ideal use!)

Tim - New staff - what do you want to know

Alejandro - Came to this NNIP meeting very new; he understands it as an informal network of social science research group; did not have time to learn more

Katie - But who is the staff?

Sean - Figured out what NNIP was about by coming to meetings and absorbing the culture.

Only Furman staff who know this are the people that come; their Comms staff and Policy Director have a lot to add/take from NNIP; and they have 20-ish student RAs at one time

So for them, they have some limited onboarding he leads internally; and sent out webcast link today;

Kathy: It’s a student benefit, but is it worth it for Furman to do that?

Sean: It’s a low investment of time what they do now; so not a big burden. What’s the point of entry? Sean as NNIP contact or the HR manager as something that needs to be part of what they know.

Tim: We are smaller, and our whole organization partners with NNIP; how does NNIP figure into local organization

Katie: Impact does other things; doesn’t currently include fellows and interns as staff connected to NNIP; maybe I should bring junior staff one by one until everyone has a turn

Kathy: Erica in Detroit is very intentional about rotating who comes

Kathy: First issue is to identify staff; when operational people in sites need onboarding HQ can develop a resource for partners to use

Sean: We need a super brief one pager

Katie: Need a brochure

Kathy: There is one! But it’s not on the web site. No electronic right now.

Katie: That’s easiest, best, quick

Brian: Agreed, hasn’t seen the brochure, needs and will use that; wants something that makes sense to a practitioner.

Katie: Would use that at data days. Message is there, just need that packaging.

Sean: Can we also have a brief, “and here’s what you do next” such as sign up for google group and add person to web site, etc.

Kathy: Temporarily, partners can’t add people to their page; Drupal 7 problem. Other issue is our page is generally hard to find. What about an NNIP Operations Page - what you need, and what you need to do

\*\*general agreement with Kathy’s suggestion\*\*

Kathy: Sometimes I need to reach the person in each partner that will respond quickly to when needed

Jake: Are their ‘tiers’ of participation?

Kathy: Hard - some people want everyone on staff to get email; some want one specific person; NNIP HQ doesn’t have a rule about this

Katie: We need some guidance on sense of volume of email for each list, who might be appropriate for it, how others approach this.

Katie: Would also like to have job announcements tagged and separate

Kathy: The list is jobs and excitement about data

Katie: Excitement is cool, I don’t need to see jobs, but it’s fine for my researchers to so that they see opportunities.

Kathy: We have a site for job postings from NNIP partners, but it is not open to others. Maybe we should open it?

Sean:Is it moderated?

Kathy: NNIPNews is; Google group is not

Kathy: Thought of survey to see who is on the NNIPNews list; she has fans. :-)

It feels some need but it’s on an old system.

Jake: Is the list managed; purged? Kathy: Somewhat

**Kathy:**

**Need some place to find the welcoming information**

**Need the one pager or guidelines for how to engage, who to sign up for which list**

**Indicate what it discussed on each email list**

Sean:

Furman’s 20 RAs - cleaning data, comms people, a few legal researchers

**Kathy:**

**Maybe do some video work - 20 minutes, two or three five minute sessions**

**Jake: what are the videos covering?**

**Ideas to cover in video, one pager, more clear web content:**

**How should I approach engaging NNIP? What do I need it for?**

**What has NNIP accomplished?**

**What is NNIP’s mission statement?**

**How to find things on the web site, find who to talk to about a particular policy area, data set, etc.?**

**Ways to get started (e.g. do an Ideas Showcase)?**

**Who are the staff at NNIP HQ? When to call Kathy or Leah or other staff?**

**Blue font = summary points**

Kathy: Welcome note is bare bones of some of this, and it’s not on the web site

Tim: We could also use a Github code

Kathy: We do have a compilation of Github sites

Sean: Can we add it to the partner page? Kathy: Probably

Kathy: Rob also created a group of NNIP twitter users

Sean: Add to this list NNIP check-ins and what’s covered in them (and that this process happens)

Kathy: Yes, and onboarding directly onto the web site