

NE 1545 will be meeting at the SSSA meetings in Tampa, FL <https://www.acsmeetings.org/>

We will meet on a Sunday Oct. 22, 2017 from 1 - 5pm. I'm working with NIFA to get approval and with SSSA to get us a meeting room location. Once finalized, I will let you know room location.

As a reminder - You should come to the meeting with a prepared 15 - 20 minute presentation summarizing your outreach and research accomplishments for the reporting period Oct. 1, 2016 to Sept. 30, 2017.

NE 1545 Annual Reports Due. Please submit info for each section that applies to your institution and report by Project Objectives. Please follow this procedure. Take last year's annual report (attached) find your entries, cut and paste in new info, delete other materials not from you. Save the file with your institution's initials and 2017, and email to me. I will assemble, format and upload to web site. I will not have the time to wordsmith your materials - so please make sure your file is complete.

For the MEETING MINUTES SECTION, please also make sure you include a brief summary of what you talked about during your presentation (we do not take notes). The project period you will report on runs October 1, 2016 to September 30, 2017. Please pay special attention to the Impacts and the Indicators of Impact sections of the report. In particular please report on these following categories (please include others as appropriate):

- Number of classes/workshops conducted - and number of practitioners, homeowners reached (please specify for each group)
- Number of classes related to design of OWTS - and design professionals reached
- Number of people having taken your classes that received a license/certification enabling to do a new service /task
- Number of practitioners that received CEUs towards their professional license renewal
- Number of OWTS (conventional or A&I) that may have been designed or installed as a (direct or indirect) result of your programs educational or research efforts

You are required to submit your institution's report to me, even if you do not attend the annual meeting. The deadline for your report submission to me is October 27, 2017. This year there is very little time to assemble the final report, so please be punctual.