

MICRA AIS Committee

January 22, 2026

2:00 - 3:00 PM (MT)

Virtual Meeting via Zoom

ATTENDEES:

- Greg Conover, MICRA Coordinator
- Rob Bourgeois, MICRA AIS Committee Chair
- Elizabeth Brown, MICRA AIS Committee Administrator
- Kim Bogenschutz
- Jen Murray
- Rich Zweifel
- Jeff Herod
- Eric Fischer
- Matt Horton
- Mindy Barnett
- Kristopher Stahr
- Angela Sokoloski
- Ben Holen
- Cole Harty
- Joe McMullen
- Josh Leonard
- Tanner Davis

NOTES:

1. Governance Document Approval

Greg Conover shared the document that was developed by a Steering Committee and reviewed it section by section with the attendees.

There were 14 voting members in attendance. Kim moves to approve. Kris seconds the motion. All in favor. The governance document is approved!

2. Steering Committee Members (volunteered in Gulfport Feb 2025) - Jeff Herod (OHIO), Grace Loppnow (MOS), Chris Steffan (ARW), Amy Kretlow (UMR), Rob Bourgeois (LMR), Cole Harty (TNRC)

- a. Rob will verify participation with Grace, Chris and Amy
- b. Action Item: Hold steering committee meeting to elect Vice-Chair

3. *AIS Fact Sheets*

- a. All fact sheets are 2024-2026
- b. 20 have been updated and/or approved for 2026 use (7 of these are AIS only)
- c. 8 are under review by coordinators
- d. Edits or approval is due by 2/1

4. *AIS Video*

- a. Elizabeth sent the revised storyboard and shot list to the video subcommittee earlier today.
- b. Action Item: Workgroup members or anyone that is interested - please review and send feedback within the next week or two.
- c. Action Item: Greg will share this with Ashley at the fly-in planning team meeting and find out her capacity to review and timeline.
 - i. If it's not done before they go to DC, will she want to use it as a follow-up?

5. *Capacity Survey*

- a. The capacity survey was open from August - November. The data was compiled in December and shared in January. There are no plans to produce any formal reports or publications from this data. It is to be used by the State AIS Coordinators to better their programs, and facilitate communication and collaboration.
- b. Elizabeth Brown shared the results of the capacity survey and draft maps with participants.
- c. Action Item: Elizabeth will follow up with states that had tech issues or non-responses to verify data and fill in any holes.
- d. Action Item: Elizabeth will schedule a full AIS committee virtual meeting to discuss the survey results and next steps.

- e. It may be of interest to share with the MICRA Executive Board.
6. ***AIS Action Plan Update*** - This was created in 2010 intended as a communications tool for the Congressional visits. It needs to be updated. The corresponding tri-fold brochure was handed out to Congressionals at hill visits.
- a. Action Item: Greg and Rob will connect with Ashley and the new Chair to find out what they need for communications, and then we can work together to produce that.
 - b. We are seeking a small subcommittee to review this and revise as needed. Volunteers are needed!
 - i. Matt Horton volunteered.
 - ii. Action Item: We will send out an email to request volunteers after talking with Ashley to determine needs.
7. ***Next Meeting***: Set up a follow up meeting in person at MRBP in July (location TBA). Or virtual meetings as needed.
8. Meeting adjourned at 3:04 PM (MT)