

## MEMORANDUM

**TO:** Michelle Roos, Executive Director, Environmental Protection Network

**FROM:** Joanne Amorosi, EPA Museum Project Coordinator & Office of the Chief Financial Officer Communications Director

**SUBJECT:** Environmental Protection Network Video Interviews for the EPA Museum

Since we last spoke, work has been proceeding on the EPA Museum, which is currently scheduled to open in August 2023. We have spent many long months negotiating with the US Post Office and the General Services Administration to work out logistical issues associated with renovating the museum space in the William Jefferson Clinton North Building. We seem to have a plan moving forward and GSA's contractor will begin work on the space sometime next month. Working with the Smithsonian Institution's Exhibit Group, we have begun the design process, compiled a script, made most of our photo and video selections, acquired artifacts and props from the program offices, and finalized a landscaping plan with GSA for the exterior of the building.

We are now exploring ways to develop some videos that would capture both the history and experience of EPA alumni. In thinking about the best way to capture footage specifically for the public museum, which typically means very short 2- to 3-minute-long videos, we wanted to propose an option in which to feature some of your members stories.

The idea would be for some of your members to respond to this question in writing in five to six sentences. **"During your tenure at the EPA, what was one of the most important agency-wide accomplishments or projects for which you were particularly proud and why?"**

An example would be my statement below:

"I have served in many different communication functions and agency offices during my 30 years with the agency. I've always believed in the importance of the agency's mission to protect public health and the environment, and feel we have an equally important mission to keep the public informed about our work and ways they can protect their own health and enhance their community's environment. I have worked with many internal and external agency constituents developing communication products, giving presentations and tours, and coordinating special events and projects, but I am most proud of my work to have overseen the development of this EPA museum, and to have been able to work once again with the Smithsonian Institution's Exhibit Group. The EPA has a great story to tell, and I am honored to have been able to share it with you today."

The purpose of these small profiles would be to feature individuals from diverse fields, program office experiences, and who have worked on a wide variety of projects throughout EPA's history. The content cannot be too technical or complex but would need to demonstrate how EPA and its

employees have made a difference in people's lives. We would like to start out with 10 to 15 individuals and see how it goes. We would set up a TEAMS meeting with the person(s), go over their content several times so their speech seems natural and not scripted, and record the meeting when we felt we were ready. Then, our video staff would edit and compile several interviews into one single video.

We are interested in learning if the Environmental Protection Network would be interested in participating in these videos, and if so, we would like to begin the interview/recording process as early as next month.

Proposed video topic submissions/content should be sent to me at [amorosi.joanne@epa.gov](mailto:amorosi.joanne@epa.gov), along with the contact information for the person to be interviewed. By doing these interviews using TEAMS, they could be scheduled at the convenience of the person to be interviewed, and easily re-recorded if needed for any reason.

We very much want to include the Environmental Protection Network in this project, and I look forward to hearing back from you. Should you have any questions, please do not hesitate to contact me at 202-564-4671.