

Report from the 10/9/18 Communications Team Meeting

In attendance: Tom F., Teresa K., Mike C., Don B.

Absent: Kathy N., who isn't officially on the committee, but we sure miss her when she isn't able to attend.

Kristin S., who is on vacation.

1. The Website
 - a. There is a "Members Only" portal on the website.
 - b. Each WAC member will be given a unique name and a unique password.
 - c. There is currently no content under "Members Only," and we are soliciting input on what the content should be.
 - d. Suggestions: forums; a place for people to make suggestions;
2. Promoting events
 - a. We are not always getting promotional materials. We need to work better with the Social, Membership and Fund-Raising Committees to make sure we're meeting their promotional needs.
 - b. Once we know what we are promoting, we have a smooth process for pushing out the promotions through signs, the website, constant contact, and Facebook.
3. The monthly newsletter:
 - a. The survey received very little response.
 - b. Nan isn't able to continue to produce the newsletter.
 - c. We're going to take a one-month break from the newsletter (no newsletter in November) and re-assess its value and its content. Also, we will need to see if someone else is willing to take on the responsibility of producing the newsletter.
4. Facebook:
 - a. Don continues to maintain the Facebook account so we have a presence on Facebook.
 - b. The number of new viewers has dropped off considerably, and Don believes it's because we don't have new activities to promote. See Item 2(a).
5. Future plans:
 - a. We are starting work on a manual of what and how the Communications Team operates, so that when there is turnover in the Committee, there will be a blueprint for the new team.
6. Team member news:
 - c. Nan is leaving the committee. We will miss her, and welcome her back at any time.
7. Next meeting: November 13, 2018, at 6:30 pm in the Recovery Room.