

**Partnership for a Healthy Durham
Communications Committee
Erwin Square Mill Building, 2024 W. Main Street, Durham**

**April 4, 2017
AGENDA (Facilitator: Jeff Quinn)**

Communications: The purpose of the committee is to improve the Partnership’s external communications, internal communications and branding.

Meeting Outcomes: Continue updating of orientation packet; election details identified for co-chairs

Time	Project/Topic/Goal	Major Discussion Points	Recommendations	Action Steps
9:00 – 9:05	Introductions & Icebreaker <i>Jeff Quinn & All</i>			
9:05 – 9:10	Review & Approve March Meeting Minutes/Status Update on Action Items <i>Jeff Quinn & All</i>			
9:10 – 9:30	Communications Community Action Plan: New Member Orientation & Buddy System Follow-Up Conversation <i>Jeff Quinn & All</i>			
9:30 – 9:50	Network of Care Update <i>Debra Duncan & Jeff Quinn</i>			
9:50 - 10:05	IBM Health & Duke Update <i>Jeff Quinn</i>			
10:05-10:15	Communication Co-Chair Elections and Other Partnership Elections <i>Marissa Mortiboy</i>			
10:15 – 10:30	Announcements <i>All</i>			
10:30	Meeting Adjournment			
Next Meeting: May 2, 2017 at 9:00 AM				