

**Partnership for a Healthy Durham
Communications Committee
Durham County Health Department Rm 2208, Durham, NC**

**December 5, 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:

- Develop branding ideas/procedures for the new Partnership logo to make communications more cohesive
- Develop editorial calendar to publicize the work of the Partnership on a routine basis
- Start the work to create an overall communications plan for the Partnership

Time	Project/Topic/Goal	Major Discussion Points	Recommendations	Action Steps
8:30 – 8:35	Introductions & Icebreaker <i>Jeff Quinn & All</i>			
8:35 – 8:40	Review & Approve November Meeting Minutes/Status Update on Action Items <i>Jeff Quinn & All</i>			
8:40 – 9:05	Action Items: <ul style="list-style-type: none"> • Branding Ideas • Development of Editorial Calendar <i>Jeff Quinn and All</i>			
9:05 – 9:10	Network of Care Update <i>Deb Duncan</i>			
9:10 – 9:15	Attendee Announcements <i>All</i>			
Next Meeting: January 2, 2018 at 8:30 AM				