

**Partnership for a Healthy Durham
Communications Committee
Human Services Building, 2nd Floor Conference Room, 414 East Main Street, Durham**

**December 6, 2016
AGENDA**

Facilitator: Melissa Black

Time	Project/Topic/Goal	Major Discussion Points	Recommendations	Action Steps
9:00 – 9:05	Introductions & Icebreaker <i>Melissa Black & All</i>			
9:05 – 9:15	Review & Approve November Meeting Minutes/Status Update on Action Items <i>Melissa Black & All</i>			
9:15 – 9:45	Improving Internal Communications <i>Peyton Williams</i>			
9:45 – 10:25	Communications Committee Action Plan Review & Discussion <i>All</i> <ul style="list-style-type: none"> • Improve Internal Communications • Improve External Communications • Partnership Branding • Durham Network of Care • Increase Membership PHD and Communications Committee 			
10:25 - 10:30	Announcements <i>All</i>			
10:30	Meeting Adjournment			

Next Meeting: January 3, 2017 AM