

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

**May 2, 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:**

- Review and discuss the materials that will be included in New Member Packets (e.g., Logic Model, PHD Diagram, Acronym List)
- Develop New Member Orientation and Buddy System to assist with recruitment and retention of new members to the Partnership for Healthy Durham.

Time	Project/Topic/Goal	Major Discussion Points	Recommendations & Action Steps
9:00 – 9:05	<b>Introductions &amp; Icebreaker</b> <i>Jeff Quinn &amp; All</i>		
9:05 – 9:10	<b>Review &amp; Approve April Meeting Minutes</b> <i>Jeff Quinn &amp; All</i>		
9:10 – 9:40	<b>Action Items Update:</b> <ul style="list-style-type: none"> <li>• Logic Model – Jeff and Tara</li> <li>• Partnership Diagram &amp; Acronym List – Marissa</li> <li>• Partnership Logo - Marissa</li> </ul> <i>Jeff Quinn &amp; All</i>		
9:40 – 10:10	<b>New Member Orientation &amp; Buddy System Recruitment</b> <i>Jeff Quinn &amp; Peyton Williams</i>		
10:10 – 10:20	<b>Network of Care Update</b> <i>Debra Duncan</i>		
10:20 – 10:25	<b>Communications Co-Chair Election</b> <i>All</i>		
10:25 – 10:30	<b>Announcements &amp; Meeting Adjournment</b>		

**Next Meeting: June 6, 2017 at 9:00 AM**

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