

**Partnership for a Healthy Durham  
Communications Committee**

**September 1, 2020 @ 9:00am – Zoom/Virtual**

**MINUTES**

**Facilitator: Heather Mountz & Tara Ilsley**

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

**Meeting Outcomes:**

- Checking in on Committee Members
- Review Steering Committee definition of PHD
- Discuss Partnership Survey dissemination
- Review & Discuss Action Plan

<b>Present:</b> Heather Mountz, Debra Duncan, Armenous Dobson, Tara Ilsley, Lara Khalil, Marissa Mortiboy, Eve Marion		
<b>Project/Topic/Goal</b>	<b>Major Discussion Points</b>	<b>Recommendations &amp; Action Steps</b>
<b>Introductions &amp; Icebreaker</b> <i>Heather</i>	What is everyone looking forward to in the fall?  <i>Welcome co-chair Tara Ilsley!</i>	
<b>Review &amp; Approve July Meeting Minutes</b> <i>Heather</i>	There were no changes to the minutes.	
<b>Check-ins</b> <i>Tara</i>	What expectations of normal am I letting go of?  Members shared about how they are thinking about things in a new way to reframe conditions during the pandemic, changing the focus of their work and how they do their jobs, addressing gaps exposed during the pandemic, maintaining a work from home schedule after the pandemic is over and making sure to leave time during meetings to connect.	
<b>Status update</b> <i>Heather</i> <ul style="list-style-type: none"> <li>• <i>Steering Committee decision on PHD</i></li> <li>• <i>Partnership survey – shared with Steering Committee</i></li> <li>• <i>Format for dissemination – one pager to co-</i></li> </ul>	Communications committee representatives presented results of the Partnership Member Survey to the Steering committee at their August meeting. The results supported the direction the Steering committee and Racial Equity Task Force were heading about the identity of the Partnership- The Partnership is a coalition representing organizations and implementing the priorities of the community and centering their voice.	Heather Mountz will revise the one pager and send to Marissa to post to the Partnership website.

<p><i>chairs/Quarterly PHD Meeting</i></p>	<p>Tara Ilsley, Danielle Doughman, Heather Mountz and Debra Duncan put together a one-page overview of the Partnership Member survey results. The second page lists the recommendations from the survey. The results give a clear picture of who is involved in the Partnership and who are highly active vs occasional members. The results will be shared at the next Partnership Quarterly meeting.</p>	
<p><b>Moving forward Tara</b></p> <ul style="list-style-type: none"> <li>• <i>Review Action Plan</i></li> <li>• <i>Can we continue as is or choose 1-2 things to work on</i></li> </ul>	<p>The committee should pick 1-2 things they can focus on and achieve in the next quarter. Be realistic about the capacity of the committee. What is most effective and what do people need right now?</p> <p>Heather reviewed the <a href="#">committee's action plan</a>. Goal 1, Objective 1 is to implement cross committee representation within the Partnership. Goal 1, Objective 2 is to serve as technical assistance for other committees. This includes doing the needs assessments for other committees. There were similar themes seen across all committees during the assessment. Goal 2, Objective 1 is to develop a Partnership member directory.</p> <p>The committee agreed the Partnership membership directory would be useful. Issues of privacy were brought up. It was suggested to password protect and decide who will have access to the directory. People would have to opt into the directory. Marissa Mortiboy thinks there is a way to add a password protected portion to the Partnership website. Add watermarked Partnership photos to the password protected portion of the website as well.</p> <p>Lara Khalil brought up resources needed to maintain an updated membership directory. Put the responsibility members to update the directory but have infrastructure to have someone review and prompt people to update. The LATIN-19 group directory could be a model with a Google doc that can be edited. Establish a process for updating the member directory. Make it easy for people- add contact information and what committees they are part of. Heather suggested engaging co-chairs on this to remind committees to update the information regularly.</p>	<p>Eve Marion, Tara and Heather will meet in a small group to develop procedures for the member directory and bring back to the full committee in October.</p> <p>Marissa will find the minutes for the committee needs assessments and send to Tara and Heather.</p>
<p><b>Announcements &amp; Meeting Adjournment</b></p>	<p>Contact Tara Ilsley if you need masks.</p> <p>The Duke University School of Nursing 2<sup>nd</sup> annual keynote lecture is on September 14. The lecture will focus on innovative services for older adults. Let Heather know if you are interested in participating.</p>	
<p><b>Next Meeting: October 6, 2020 at 9:00 AM</b></p>		