

**Partnership for a Healthy Durham  
Communications Committee  
October 6, 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 & discuss proposal for membership directory
- Discuss best practices of communication in a time of virtual meetings

<b>Present:</b> Heather Mountz, Debra Duncan, Jacob Lerner, Tara Ilsley, Lara Khalil, Marissa Mortiboy, Eve Marion		
Project/Topic/Goal	Major Discussion Points	Recommendations & Action Steps
<b>Introductions &amp; Icebreaker</b>	What was your favorite Halloween costume?	
<b>Review &amp; Approve September Meeting Minutes</b>	There were no changes to the September minutes.	
<b>Check-ins</b>	How are you feeling? What are some coping mechanisms you are using?	
<b>Status update</b> <i>Partnership Membership Directory Proposal</i>	<p>Tara, Heather and Eve met after the September meeting to discuss the Partnership member directory. The directory would fulfill a suggestion from the Partnership committees needs assessment. The smaller group proposed the following ideas for information to collect:</p> <ul style="list-style-type: none"> <li>• First and last name</li> <li>• Organization (or community member) &amp; website</li> <li>• Email address (optional)</li> <li>• Committee(s) served</li> </ul> <p>Google Docs, Microsoft Forms or Survey Monkey are data options for the member directory. Marissa suggested not using OneDrive because there have been issues when using it for the Community Health Assessment writers.</p> <p>The committee also discussed the following:</p>	<p>Lara Khalil making the directory searchable. Have two views- alphabetically and by committee.</p> <p>Tara suggested indicating if people speak multiple languages.</p> <p>Remind Partnership members at Quarterly meetings to fill out and update the directory. Add a statement about</p>

	<ul style="list-style-type: none"> <li>• Is there other information we would like to collect as part of the form/survey? <ul style="list-style-type: none"> <li>○ The committee decided to keep the information included simple to increase participation.</li> </ul> </li> <li>• Following early 2021 collection, should the form/survey remain open for new members? <ul style="list-style-type: none"> <li>○ The form should remain open so members can update at any time.</li> </ul> </li> <li>• Should the yearly email for updated information ask for members to complete the form/survey again, or complete the form/survey only if their information has changed? <ul style="list-style-type: none"> <li>○ To be effective, there has to be a check-in to ensure the directory is regularly updated and is useful.</li> <li>○ The committee should arrange a point person to review new member directory responses. This should be someone other than the committee co-chairs.</li> <li>○ If there is a bounce back on emails, the committee will need to figure out if the person is still in Durham.</li> </ul> </li> </ul> <p>The timeline is:</p> <ul style="list-style-type: none"> <li>• Tuesday, October 7th – present plan to Communications Committee for feedback</li> <li>• October/November – resolve questions, test form/survey</li> <li>• December – provide proposal to Marissa for inclusion in the January Steering Committee meeting</li> <li>• January 18, 2021 – present proposal to Steering Committee</li> <li>• January – February – resolve questions/collect directory information/create directory</li> <li>• January – 2022 – email to Partnership members to update information/fill out form if new member</li> </ul>	<p>the directory to Partnership communications.</p> <p>Tara, Eve and Heather will meet again to resolve questions from the committee.</p>
<p><b>Moving forward</b>  <i>Discussion: what ways of communication work for you? How do you connect/get the most out of online meetings?</i></p>	<p>What are ways to get the most out of our committee meetings? Committee members acknowledged that ways of working have changed. People have a lot of Zoom meetings and may be getting burned out.</p> <p>The committee will revisit this next month. Do we continue check-ins and time for discussion?</p>	
<p><b>Announcements &amp; Meeting Adjournment</b></p>	<p>Get out and vote!</p>	
<p><b>Next Meeting: November 3, 2020 at 9:00 AM-</b> Voting takes priority. We understand if you miss the meeting to vote.</p>		