

**Partnership for a Healthy Durham  
Communications Committee**

**March 2, 2021 @ 9:00am – Zoom/Virtual**

**AGENDA**

**Facilitators: Tara Hsley & Heather Mountz**

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

**Meeting Outcomes:**

- Member check-in
- Logistics for Fact Sheet
- Directory implementation

<b>Time</b>	<b>Project/Topic/Goal</b>	<b>Major Discussion Points</b>	<b>Recommendations &amp; Action Steps</b>
<b>9:00 – 9:05</b>	<b>Introductions &amp; Icebreaker</b> <i>What do you miss about your office?</i>		
<b>9:05 – 9:10</b>	<b>Review &amp; Approve February Meeting Minutes</b>		
<b>9:10 – 9:30</b>	<b>Status update</b> 1. <i>Fact Sheet Discussion – where does it live and what kind of access is needed?</i> 2. <i>Partnership Membership Directory Proposal – what will it look like? Who has access?</i>		
<b>9:40 – 9:45</b>	<b>Announcements &amp; Meeting Adjournment</b>		
<b>Next Meeting: April 6, 2021 at 9:00 AM</b>			

**Partnership for a Healthy Durham Communications Committee  
2018-2021 Action Plan Goals and Objectives**

**GOAL 1: Internal Communication – or – Partnership members know about all committees’ activities (and know how to support them).**

- OBJECTIVE #1: Implement in-person cross-committee representation at committee meetings to ensure each Partnership member is updated on all committee activities
- OBJECTIVE #2: Serve as technical assistance for other Partnership committees by 1) sharing stories and events from committees with public via multiple outlets and 2) reviewing and providing feedback on materials created by other committees

**GOAL 2: External engagement/communication with the community – or – the community knows who the Partnership is and what we do**

- OBJECTIVE #1: Assess Partnership membership directory to determine sectors and demographics represented in order to identify gaps.