

Partnership for a Healthy Durham Communications Committee
February 2, 2021 @ 9:00am – Zoom/Virtual
MINUTES

Facilitators: Tara Ilsley & Heather Mount

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

Meeting Outcomes:

- Member check-in
- Discuss membership directory next steps
- Planning discussion

Present: Heather Mountz, Pam Purifoy, Debra Duncan, Benay Hicks, Armenous Dobson, Kyle Smith, Eve Marion, Tekeela Green, Marissa Mortiboy, Lara Khalil		
Project/Topic/Goal	Major Discussion Points	Recommendations & Action Steps
Introductions & Icebreaker	<i>What’s the most embarrassing fashion trend you used to rock?</i>	
Review & Approve January Meeting Minutes	There were no changes to the January minutes.	
Status update 1. <i>Partnership Membership Directory Proposal – plans for creation after data received</i> 2. <i>Fact Sheet template – review and edit</i>	<p>The member survey is ready to be sent out. Members will complete the survey during the month of February. Heather will send a reminder to committee co-chairs to ask committee members to fill it out. Heather thanked the committee members for their help in putting the survey together and completing it.</p> <p>Marissa asked where the member data would live. Heather suggested having the information password protected on the Partnership website. Heather will send survey reminders out to the Partnership in February.</p> <p>Kyle Smith, Eve Marion and Heather Mountz met last month to discuss what would appear on committee fact sheets. The idea came from the committee needs assessments. The purpose is to know what the goals are for each committee, what they are working on and what has been accomplished. The workgroup suggested having the fact sheets list committee co-chairs, meeting dates and times, goals of the</p>	<p>Marissa will send Tara Ilsley and Heather Mountz the Partnership email list to send out the member survey.</p> <p>Heather will talk with Marissa about putting the survey information on the Partnership website.</p> <p>Heather will add basic and supporting information about the committees to the fact sheet.</p> <p>Discuss the fact sheets</p>

	<p>committee, progress on strategies and subcommittee needs. Fact sheets will be updated quarterly by the committees. The Communications committee will develop an instruction sheet to go with the fact sheet.</p> <p>Marissa Mortiboy shared there is a need for committee fact sheets since there currently aren't any. Marissa suggested that general committee fact sheets could be combined with the action plan progress fact sheet for each committee. There was discussion that there is not a good way for committees to know what the others are doing. This could help with that issue. This could also be an opportunity to celebrate committee accomplishments and share in the Partnership newsletter and Quarterly meetings.</p> <p>Eve suggested adding a measurement to the fact sheet on what does success look like? Lara Khalil suggested thinking about messaging such as if a committee has multiple red triangles to indicate progress has not been made. How would the committee see that and how would we provide context to explain.</p>	<p>again at the March meeting and get feedback from the Steering committee.</p>
Announcements	A set back could be a setup for a comeback- Armenous Dobson	
Next Meeting: March 2, 2021 at 9:00 AM		