

**Partnership for a Healthy Durham
Communications Committee**

October 4, 2022 @ 9:00am – Zoom/Virtual

Minutes

Facilitator: Katie Lipe and Angel Romero Ruiz

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

Present: Debra Duncan, Katie Stanley Lipe, Angel Romero, Bria Miller, Kimberly Moore, Pam Purifoy, Kimberly Monroe, Pauline Bagatelas, Armenous Dobson III, Benay Hicks, Alecia Smith			
Time	Project/Topic/Goal	Major Discussion Points	Recommendations & Action Steps
Welcome, introductions and approve September meeting minutes.	When you were six years old, what did you want to be when you grew up? The meeting minutes from September were approved.		
Discuss new member spotlight in newsletter.	The member spotlight for the newsletter will be in the format of a picture and questions & answers. This committee could also help to identify folks to highlight from different organizations. Could ask professional and personal questions. Committee members discussed what questions and members should be included. Questions: <ol style="list-style-type: none"> 1. Name 2. Organization or affiliation (describe what your organization does in Durham.) 3. How did you become involved in the Partnership? 4. What committee do you serve on? 5. What is your favorite thing to do in Durham? What is your favorite place in Durham to visit? Members to highlight: <ol style="list-style-type: none"> 1. Committee co-chairs 2. Community member- Raven Brooks 3. Community member- Midori Brooks 4. Community member- Kimberly Alexander 5. Community-based organization representatives <ol style="list-style-type: none"> a. Alliance Health b. Insight c. PEACH 	Community-Based Organizations to highlight: CAARE (Community, Action, Advocacy, Restoration, Empowerment), Slice325, TRY (Together for Resilient Youth), La Semilla, Meals on Wheels, Beyu Cafe	Kimberly Monroe will contact Jeff Howell to collect his answers to the questions for the newsletter spotlight.

	<ul style="list-style-type: none"> d. Durham Partnership for Children e. Book Harvest f. Department of Social Services g. United Way of the Triangle h. Durham County Department of Public Health i. Project Access <p>Start with overall Partnership co-chair Jeff Howell since Kimberly Monroe was recently featured in the newsletter. It would be good to start with Partnership co-chairs to show as an example.</p>		
Discuss committee update process.	The Communications committee developed a Google form for committee co-chairs to show their work. So far, the tool has not been utilized but we will continue encouraging co-chairs to use the form.		
Next Meeting: Tuesday, November 1, 2022 at 9:00 AM			

**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.