

**Partnership for a Healthy Durham  
Communications Committee**

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

**AGENDA**

**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>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>Heather</i> 1. <i>Welcome Co-Chair Tara Ilsley!</i>		
<b>9:05 – 9:10</b>	<b>Review &amp; Approve July Meeting Minutes</b> <i>Heather</i>		
<b>9:10 – 9:20</b>	<b>Check-ins</b> <i>Tara</i> 1. <i>What expectations of normal am I letting go of?</i>		
<b>9:20 – 9:35</b>	<b>Status update</b> <i>Heather</i> 1. <i>Steering Committee decision on PHD</i> 2. <i>Partnership survey – shared with Steering Committee</i> 3. <i>Format for dissemination – one pager to co-chairs/Quarterly PHD Meeting</i>		
<b>9:35 – 9:50</b>	<b>Moving forward</b> <i>Tara</i> 1. <i>Review Action Plan</i> 2. <i>Can we continue as is or choose 1-2 things to work on</i>		
<b>9:50 – 10:00</b>	<b>Announcements &amp; Meeting Adjournment</b>		
<b>Next Meeting: October 6, 2020 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.