

**Partnership for a Healthy Durham
Communications Committee**

October 5, 2021 @ 9:00am – Zoom/Virtual

AGENDA

Facilitators: Katie Lipe & Angel Romero Ruiz

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

Meeting Outcomes:

- Discuss plan to disseminate information from other committee meetings.
- Discuss communications survey for Partnership members to determine communications needs and goals for committees.
- External partner engagement.
- Provide feedback and ideas on Partnership newsletter.

Time	Project/Topic/Goal	Major Discussion Points	Recommendations & Action Steps
9:00 – 9:10	Welcome and ice breaker activity.		
9:10 – 9:15	Review & approve September meeting minutes.		
9:15 – 9:20	Information dissemination from other committees.		
9:20 – 9:30	Communications survey for Partnership members.		
9:30 – 9:40	Update on external partners list and engagement with external partners.		
9:40 – 9:50	Feedback on Partnership newsletter.		
9:50 – 10:00	Announcements and meeting adjournment.		
Next Meeting: November 2, 2021 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.