

**Partnership for a Healthy Durham  
Communications Committee**

**September 6<sup>th</sup>, 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.

Participants: Katie Lipe, Angel Romero, Kimberly Moore (Durham Partnership for Children), Kimberly Monroe (Duke Health), Debra Duncan (Alliance Health), Armenous Dobson, Marion Chanti-Ketteri (Duke Psychiatry), Isa Granados			
<b>Time</b>	<b>Project/Topic/Goal</b>	<b>Major Discussion Points</b>	<b>Recommendations &amp; Action Steps</b>
<b>9:00 – 9:15</b>	<b>Welcome and approve August meeting minutes.</b> The minutes were approved.		
<b>9:15 – 9:35</b>	<b>Presentation on Partnership for a Healthy Durham Survey Results</b> Katie presented about survey to Partnership for a Healthy Durham administered members in July and August. Katie presented a slideshow to present the results from the survey. There were 50 participants that completed the survey. Most participants of the survey are involved in the Partnership as part of a work commitment, some are interested residents of the Durham community, and others are volunteers at local Durham organizations. PANFA has the largest membership of all the committees. Seven members speak Spanish and could potentially help with communicating equitably. Partnership members think that the best way to communicate with the community is via email and social media. Partnership members want to know more about committee updates, successes, profiles of partner organizations, profiles of partnership leadership, and resources for continuing education. Respondents said the partnership newsletter was lengthy.	Members of the partnership want to know more about other members of the partnership and updates from committees in the newsletter.	Shorten the newsletter.  In the newsletter, include member profiles and committee successes and updates.
<b>9:35-9:55</b>	<b>Discuss Partnership for a Healthy Durham member involvement</b> The Partnership needs to make sure that the master list is being updated as new members join each committee so that everyone is well informed. Also, persons on the Partnership listserv that do not participate need to be removed. The members want to know how many people are involved in the partnership. A member suggested that partnership members should need to participate in some way, for example at least fill out a survey to be considered a membership. The level of accountability of committee members varies in the partnership.	The Partnership membership and website need to be updated to reflect current partners.	The co-chairs need to talk with Bria Miller about members wanting to update the Partnership website.

	Marion asked to clarify membership and organizations involved in Partnership for a Healthy Durham. Angel clarified that members represent organizations, but there can also be individual community members that attend.		
<b>9:55 – 10:00</b>	<b>Announcements and adjourn.</b>		Remind folks that they can add the meetings to their monthly calendar with the link through Zoom.
<b>Next Meeting: Tuesday, September 6 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.