

## Communications WG Conference Call Meeting Minutes – June 13, 2017 2:00-3:00pm EST

### Draft agenda

- Welcome
  - Members in attendance: **Courtney, Matheu, Chris, Carly, Rebecca (Co-Chair)**
- Program for Norfolk / Portsmouth Meeting - **conference speaker/topic information**
  - Session
    - **July 18, 2018 Tuesday 3:15-4:15 pm Breakout Session 2: Creative Way to get locals to pay attention to new innovations.**
      - Scheduled Speakers: Renée, ~~Matheu~~, Cindy MA, Donna Shea
    - **July 19, 2017 Wednesday 10:45-11:45 pm Breakout Session 7: Innovative outreach measures – how to find the forgotten locals**
      - Scheduled Speakers: Carly, Jim, ~~Donna~~, Matheu
    - ❖ **Action Item: Matheu thought he was doing Breakout Session 2. Rebecca to follow up on seeing if Donna could switch sessions.**
      - ✓ **Follow Up: Donna agreed to switch to Breakout Session**
- NLTAPA Association Communication
  - Google Groups Question for Chris? Would an existing Google group email already in use be able to be used? **Chris yes same email would be able to be used**
  - Set Up Google Groups after report back to EC
    - ❖ **Action Items:**
      - EC Questions 1 : One google group per region? Per Workgroup?**
        - ✓ **EC preference would be one group per region and workgroup**
      - EC Question 2: Public or Private?**
        - ✓ **EC public except for EC WG Group, it should be private**
      - EC Question 3: Cost is it within Budget. Chris DelReal estimating \$200 for work and Rebecca commented that it might be best to increase cost to be safe. Cost of work \$300 but could be less. Approval requested to EC for work and to see if we still had that cost within the communication WG Budget.**
        - ✓ **EC approved Chris to go ahead with the work and that we do have it within the Communications WG budget.**

- Newsletter:
  - Newsletter Plan – Request came from Denise Brown that we send out a newsletter announcing Melissa as the New NLTAPA Secretary, another push for registration for the National LTAP/TTAP Conference, reminder of voting for Vice President, announcement that the Build a Better Mousetrap National Competition is happening at the National conference, photos from Regional Meetings. Rebecca had already told Denise she would bring it to the Communication WG but had suggested these were all items that could either be done via Regional Reps, wait till Summer newsletter or be announced via the Region Page on NLTAPA Website.
    - ✓ **CWG members agreed that these were all items that could be handled in different fashions and to continue with Newsletter plan**
- Items from Floor
  - Communications WG July meeting will be held on July 19 Wed 4:15-5pm on the 1<sup>st</sup> floor veranda

NEXT MEETING: Wednesday July 19, 2017 4:15 – 5:00pm NLTAPA National Conference