**Communications Committee Meeting**

Thursday, April 13, 2023

**Meeting Notes**

**­­­­­­­­­­­Attendees:** Alan Crawley, Molly Mesnard, Laura Ostrowski, Kim Schultz, LiLi Taylor, Emma Wilson

**Meeting Materials:** Agenda, Status Updates on April Newsletter Articles, Analytics for March Issue

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| 1. **Opening**   Committee Co-Chair Kim Schultz opened the meeting and welcomed committee members. |
| 1. **Old Business** |  |
| Analytics for February Newsletter  97% of the 6,539 sent out were delivered via the GovDelivery platform. We had a 34% unique open rate.  Status Updates on the March Newsletter  The majority of articles for the April newsletter were complete as of the meeting date. |
| 1. **New Business** |  |
| Brainstorming Topics for May Newsletter  The committee brainstormed several ideas for the May newsletter, including:   * A report out on the Interagency Council on Homelessness Summit * Teacher Appreciation Week is Monday, May 8 through Friday, May 12. An article on an adult education teacher could be our monthly *Shout Out*! * May is Mental Health Month, with a focus on how American Job Centers include a discussion of the impact a job loss can have on customers. Also on this thread, we can talk about the Mental Health First Aid Training program some AJC staff complete. * Memorial Day at the end of May is a good time to recognize the contribution veterans make to the U.S. workforce. |
| 1. **Next Steps**  * LiLi will assemble notes and distribute them to the committee. * LiLi will complete content for the May newsletter. * Susan will input the April newsletter content in the GovDelivery newsletter template. The newsletter is slated to be distributed on April 25, 2023. * All committee members will regularly track with their organization for potential opportunities to recognize exemplary initiatives/staff. |