**Communications Committee Meeting**

Thursday, September 9, 2021, 10:00 – 11:30 AM

**Meeting Notes**

**­­­­­­­­­­­Attendees:** Adam Hiob, Susan Kaliush, Molly Mesnard, LiLi Taylor, Emma Wilson

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| 1. **Opening**

Committee Chair Susan Kaliush opened the meeting. |
| 1. **Old Business**
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| WIOA Alignment Group (WAG) Updates* Issue #28 of the newsletter was released on August 23.
* WAG approved the proposed topic outline for September, to focus on Veteran Services.
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| Analytics * The open rate for Issue #28 was 30%, suggesting a high level of interest in the topic.
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| 1. **New Business**
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| Status Updates on September Newsletter Most articles are complete. We are only waiting for approval on the veterans articles and information on the feature story of the three-day veterans conference.  |
| October Newsletter TopicsThe committee agreed on featuring October as National Disability Employment Awareness month. The group brainstormed resources and ideas for stories.2022 Newsletter ScheduleThe committee approved moving forward with asking the WIOA Alignment Group (WAG) if we can move to a quarterly newsletter schedule.  |
| 1. **Next Steps**
* LiLi will assemble notes and distribute them to the committee.
* LiLi will develop an October newsletter topic outline based on the group discussion for the WAG to review.
* Susan and Kim will present on committee activities at the WAG’s September meeting.
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Next Meeting:Thursday, October 14, 2021 10:00 – 11:30 AM

Google Meet Link: [meet.google.com/ghw-mmki-iid](https://meet.google.com/ghw-mmki-iid?hs=122&authuser=0)

Call-in #: 1 413-337-2549‬ ‬‬‬‬‬‬| PIN: