**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**
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| Analytics for February Newsletter97% of the 6,539 sent out were delivered via the GovDelivery platform. We had a 34% unique open rate. Status Updates on the March NewsletterThe majority of articles for the April newsletter were complete as of the meeting date. |
| 1. **New Business**
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| Brainstorming Topics for May NewsletterThe 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.
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| 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.
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