2021-06-25 Communications Committee Meeting Notes

Date

June 11, 2021

Attendees

- John Jordan
- Ajay Madhok
- Drummond Reed
- David Lucatch
- Kaliya Young
- Daniel Hardman
- Daniel Bachenheimer
- Jim St.Clair
- Kimberly Linson
- Judith Fleenor(ToIP, Meeting Organizer)

Guests:

- Peter Stoyko,
- Alex Andrade-Walz

Agenda

Time	Item	Who	Notes
20 min	Presentation Templates and Assets	Peter Stoyko (Guest)	
10 min	Action Item Update: Website Update Discussion	Judith Fleenor Rebecca, Alex, Ken and ALL	
5 min	Action Item Update - ToIP Year in Review	Jim St. Clair, Drummond Reed, David Lucatch	
5 min	Action Item Blog Post for GHP	Daniel Bachenheime and All	
5 min	Action Item Update - Press Policy "Success Criteria for PR"	Alex Andrade-Wal and All	
5 min	Action Item Update: Talking Points	Judith Fleenor Wenjing Chu	
5 min	Open Discussion	All	
1 min	Wrap up	Judith Fleenor	

Recording

Link

- ***Use password: A@7j7An****

Presentations/Documents

- Agenda Topics (pdf):



Notes

ToIP Year in Review:

- David Lucatch- still trying to coordinate a time
- 2 weeks until a meeting will take place, Bettina is helping to coordinate
- Will give an update at the next meeting
- Meeting the week of July 6th
- **Action Item:** Bettina Brunnhuberto coordinate a meeting between David Lucatch Drummond Reed Jim St.Clair

Blog for GHP:

- Daniel Bachenheimer - has prepared
- The initial draft for the blog announcing the publication of the GHPC has been sent out via this link:
- https://docs.google.com/document/d/1cZtsC8Q0LMryqEyI3K37hElTtYjEd6nEilGecKg-Fl4/edit
- 2 weeks ago, we discussed creating a PR from the committee about the final release
- Several members have made track changes on the draft, and it is looking strong
- What channels do we distribute this on?
- The cutoff date for members to review and approve will be **Monday, June 28th**
- **Action Item:** Deadline- review draft by 3 pm **EST Monday, June 28th, 2021**

Press Policy:

- Alex Andrade-Walz- Intro
- Drummond Reed : we need to adopt a policy for when a member needs a quote/ when non-members need a quote/ and for an expedited policy for turn around
- Judith Fleenor : need the **x, y, z** of the effort?
- **Action item: Drummond Reed** will make the connection between Alex and a team member to discuss

Talking Points:

- Wenjing Chu has sent out some proposed “talking Points “regarding the GHP
- Recognized the need to for short and coherent messaging especially in regards to social media
- 2nd set of talking points should be made for ToIP in general
- Resource to be made available to the blog post for the community to access
- This will include hashtags
- Drummond Reed : talking points and blog need to be congruent
- **Action Item**: Wenjing Chu to work on finalizing for the committee to review for **Monday, June 28th, 2021**

Presentation Slides from Peter Stoyko:

- Please refer to the recording for the presentation

Action Items:

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- **Action item: Drummond Reed** will make the connection between Alex and a team member to discuss
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