

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](#)(TolP, 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 - TolP Year in Review	Jim St. Clair, Drummond Reed, David Lucatch	
5 min	Action Item Blog Post for GHP	Daniel Bachenheimer 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):



Communications...ne 25 2021.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 Brunnhuber](#) to 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/1cZtsC8Q0LMryqEyl3K37hEITtYjEd6nEilGeckg-FI4/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:

- **Action Item:** [Bettina Brunnhuber](#) to coordinate a meeting between [David Lucatch](#) [Drummond Reed](#) [Jim St.Clair](#)
- **Action Item:** Deadline- review draft by 3 pm **EST Monday, June 28th, 2021**
- **Action item:** [Drummond Reed](#) will make the connection between Alex and a team member to discuss
- **Action Item:** [Wenjing Chu](#) to work on finalizing for the committee to review for **Monday, June 28th, 2021**

