

Communications and Outreach **Committee**

Inaugural Meeting

Where: Rose Café, 220 Rose Ave
(Outside tables near parking lot)

When: Saturday, November 5, 2005 at 9:00am

“Chaired by Communications Officer, Co-Chaired by the Second Vice President. Includes all Geographical Representative Officers and may include additional Voting Members as determined by the Communications and Outreach Committee. Oversees, administrates and executes Early Notification System and communications with GRVNC Community Stakeholders. Performs ongoing outreach to GRVNC Community Stakeholders.”

- GRVNC Bylaws

Chaired by Richard Myers, GRVNC Communications Officer, communications@grvnc.org
Co-chaired by Yolanda Gonzalez, GRVNC 2nd Vice President, vp2@grvnc.org

Agenda

1. Call to Order
2. Define Communication Responsibilities
 - Outreach: Board Meetings, Committee Meetings, Election
 - Communications: web, email, phone, mail
 - Communications/Outreach: web, postering, print, direct mail, ...
3. Draft Procedures
 - Announcement deadlines, minutes, agendas, production, format
 - Community announcements
 - Web site, database, email list
4. Draft Budget
 - Categories
 - Estimates Q4 2005, Q1 2006
5. Draft Calendar
 - Board Meetings, General Meetings, Standing Committee Meetings, Ad-hoc Meetings
6. Projects
 - Update web site, post card mailing, meeting/posting place map, standard handouts, etc.
7. Volunteers
 - Neighborhood group liaisons, posting places, data entry, calendar keeper, web design, print media contact, graphic design/print materials, phone tree
8. Adjourn