**Communications Steering Committee**

Meeting Minutes

***April 11, 2022***

1. **Roll (Nan)** Antoinette Stroup, Lynn Gilijahn, Monica Thornton, Dan Curran, Lori Swain, Ann Marie Hill, Melanie Williams, Chandrika Rao, Angela Meisner, Susan Gershman, Jennifer Kachajian

1. **Copy of proposed budget from our CSC – we proposed working with NAACCR office to hire a consultant to do some communications training. Details in the budget (attached)**

Nan reviewed the budgetary request form submitted to Lori Havener for the NAACCR Board to review and consider regarding communications training for the committee. Lori Swain reminded the group the Board is still reviewing the Communications report Ann Marie provided. Ann Marie agreed the situation is fluid and the board does have on their agenda to discuss Communications. The board is paying a great deal of attention to and giving a lot of thought to concerns presented at the in-person meeting. Lynn explained they are considering training as the suggestion to hire additional staff will take more time and consideration. Ann Marie mentioned there are some non-profit centers that do communications training.

1. **CSC Charter (attached)**

Nan shared the current Communication Steering Committee charter. The group reviewed the different sections and suggested changes.

* Lori suggested adding to responsibilities “working with NAACCR staff”.

1. **Website/Social Media Work Group Charter**

Nan presented the current draft of the charter, which included the track changes. Ann Marie pointed out a group like this will need to be very fluid and should consider a format other than meeting once a month. Dan agreed things will be done throughout the month and communicate electronically via some kind of hub. Once per month regarding meetings was removed from the charter.

1. **NAACCR Narrative Newsletter Editorial Board Charter (attached)**

The goals and purpose were reviewed. Suggestions were given and made during the discussion.

1. **Recruitment via M.A.P. and other targeted outreach (Nan/Lynn)**
2. **If we have time:**
   1. **Updates on articles for next issue of Narrative (Chandrika/Monica)**
   2. **Updates from Website/SM WG (Dan)**
3. **ACTIONS:**

* **Nan will send the revised versions of charters discussed today.**
* **Susan, Chandrika and Lynn will review and send suggested changes to Nan.**

1. **Next call:** 5/9/2022