

**CTC Outreach & Public Relations Workgroup
Meeting Minutes January 12, 2017**

Present: Pam Dove, Kevin Weir, Robin Chosa

Topic	Discussion	Follow-Up
Website Review	Under "What is CTC" tab: <ul style="list-style-type: none"> • Vision added after mission statement • Bylaws added • Financial operation policy added 	<ul style="list-style-type: none"> • Pull key points from survey and action plan and display on this page in an easy to read, visually appealing manner (discussed at November meeting).
	Under "Become a Member" tab: <ul style="list-style-type: none"> • Suicide prevention workgroup added to form • Key leader added to form. 	<ul style="list-style-type: none"> • None
	Under "Get Involved" tab: <ul style="list-style-type: none"> • Are you a key leader? added • Robin keeping events up to date on google calendar • Meeting minutes archived for 2-14-15. • Brochure – not current. 	<ul style="list-style-type: none"> • Need to add suicide prevention to list of workgroups • Robin to continue updating calendar with meeting/event information. • Kevin to continue to add work group meeting minutes as provided by Robin. • Pam to provide Robin with current CTC brochure for upload.
	Under "Projects & Initiatives" tab: <ul style="list-style-type: none"> • No changes made 	<ul style="list-style-type: none"> • None
	Under "Supporters" tab: <ul style="list-style-type: none"> • Difficult to keep up to date with all of the individual names listed. Also, concern for consent to be listed discussed in November. 	<ul style="list-style-type: none"> • Remove individual names. Include business, agency, organization and group names instead.
	Under "Contact Us" tab: <ul style="list-style-type: none"> • No change. In November discussed addition of chair information in pdf format so it can be easily updated and uploaded. Need best contact information from each chair and permission to list info on site. 	<ul style="list-style-type: none"> • Robin to provide Kevin with a list of all chairs and contact information for each work group.
Facebook	Current administrators include: Robin, Kevin and Pam.	<ul style="list-style-type: none"> • No changes at this time.
Twitter/Instagram/Snapchat	As discussed in November, CTC has a twitter and Instagram account which is not currently used. Do not know account information. Set up by youth previously involved in CTC. Youth will need guidance on posting on behalf of CTC. Would like to see youth involved in keeping these accounts up to date, in addition to becoming involved in website development and upkeep. PR workgroup discussed possibility of attending youth work group meeting to seek out interested youth that can be trained to upkeep social media outlets.	<ul style="list-style-type: none"> • Robin to follow up with Sherrie Larson to get username and password from granddaughter for twitter and Instagram accounts. • Pam and Kevin to follow up with Chris Lynum and Sherrie Larson from the Youth Involvement workgroup to coordinate a date/time to attend youth meeting. • Pam and Kevin to search for guidelines for youth posting to social media on behalf of CTC.
Google account	Pam accidentally removed herself as administrator when removing Jamie Palmer and adding Char Spruce. Discussion whether this account is needed. Robin currently uses account set up by Kevin.	<ul style="list-style-type: none"> • Pam to look into deleting inactive account.

Guiding Good Choices and Prime for Life	GGC flyers are out. Continue to distribute. Listed on Facebook. PFL information provided to Judge Brennan along with referral information. Kevin and Robin continue to follow up with KBIC court to promote PFL. Eric DeMink working on getting PFL ready to start in alternative school.	<ul style="list-style-type: none"> • Pam to request Guiding Good Choices be added to BCMH electronic board following February 25th GLRC presentation. • Pam to give copies of GGC flyers to pediatricians. • Kevin and Robin to continue to work on court systems for PFL referrals.
Messages for Schools TV's	Messages are still needed for school TV's. Drug Fact Week is coming up in February and Crave 21 in March which may have materials available for posting. No pdf's.	<ul style="list-style-type: none"> • Pam and Kevin to look for messages for schools.
Youth events	Chris Lynum mentioned at the executive meeting that youth events are being coordinated for February, March and April. More details are needed in order to market the events.	<ul style="list-style-type: none"> • Follow up with Chris Lynum to learn more about the upcoming youth events.

Respectfully submitted by:
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Community Outreach & Public Relations Workgroup Member