

October 16, 2016

Minutes

Public Relations Subcommittee

Concepts: Todd

Attendees: Sylvia, Todd, Melinda

Absent: Ron

Chair opened meeting at 6:05pm.

The Vice Chair and Web servant worked together regarding login access to admin and mod accounts. The websites group dashboard required adding Melinda to the Mod access. Sylvia added Melinda by username and said username was given a password.

All members learned how to login, update, add or remove meetings on the website and schedules.

Sylvia noted the deadline for any changes to be made to the schedule by 11/4/16. We determined the deadline to send the final draft to the printer is 11/7/16. Sylvia advised that the schedules must be picked up by 11/10/16.

We talked about the helpline. All members listened to the calling and answering of the helpline. Todd advised that he would like more calls. Sylvia resolved to adjust the amount of calls that will be given to Todd. We talked about the types of calls received.

Sylvia motioned for the remaining schedules on hand from August 2016 to be distributed to each PR member and given to groups. This was carried out immediately following the close of the subcommittee.

Melinda was tasked with getting 20 basic texts for the subcommittee to give to H&I.

Todd will forward the minutes to Melinda and call or text her when the email has been sent. Melinda will upload the minutes to the PR documents server. She agreed that she will review them for approval before uploading them for public access.

The Vice Chair motioned to close at 7:00pm and seconded by the group.

Closed with the 3rd step prayer