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| **Employment First****Communications Work Group**  **Feb. 17, 2015 Meeting Notes** |
| **Members Present:**  |
| X | Karen Fraser |  |  | Rick Langley |  |  | Denise McCarthy |
| X | Brad Strause |  |  | Kelly Osborn |  |  |  |
| **Others Present:**  Betsy Hopkins |

| Agenda Item | **Discussion** | **Action to be Taken** |
| --- | --- | --- |
| **February 13th Steering Team Meeting** | Betsy and Karen filled Brad in very briefly about the Steering Team meeting, but postponed further discussion until our next Communications meeting when we will have the minutes for reference. We did note that the Business Relations workgroup will be calling a vote on a letter of support related to the Maine Business Leadership Network, so we need to make sure that members have timely notification. | 1. Post Feb. 13th Steering Team meeting minutes on website.
2. Post EF Summit “*What’s It Going to Take”* audience comments on website.
3. Follow-up with Lisa Sturtevant if language needed regarding Business Relations item to be voted on.
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| **Next Meetings** |  2/17/15 – EF Communications Workgroup3/3/15 – EF Communications Workgroup3/13/15 – EF Maine Coalition Meeting | March 3rd Proposed Agenda: * De-Brief and Action Items from Feb. 13th Steering Team Meeting
* Preparation for March 13th Coalition Meeting
* Web Site
* Sharing success Stories
* Communications Plan
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