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| **Employment First**  **Communications Work Group**  **October 15, 2014 Meeting Notes** | | | | | | | |
| **Members Present:** | | | | | | | |
| X | Karen Fraser |  | X | Rick Langley |  |  | Denise McCarthy |
|  | Brad Strause |  |  |  |  |  |  |
| **Others Present:**  Betsy Hopkins | | | | | | | |

| Agenda Item | **Discussion** | **Action to be Taken** |
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| **EF Communications Meeting Schedule** | September meeting was cancelled because of the timing, related to other EF meetings, and the October 14th was rescheduled for today due to group member availability. | 1. None |
| **October EF Summit** | Powerpoint is being finalized and is almost ready to go. Materials for packets have been identified and are being pulled together. Noted that not all of the work group recommendations are being included in the Powerpoint because some are too detailed to easily present, but they are all captured in a working draft document that breaks them out by target year.  Reviewed the agenda and flow of the day. We discussed at length how to engage participants at the Summit to provide input and become involved. Decided to pose a lunch time question to be answered on note cards, which Rick and Karen will use to facilitate the wrap-up discussion in the last 30 minutes of the Summit, and then conclude with a closing question about what each participant is going to commit to, in order to help EF Maine to move forward. | 1. Rick will post all the recommendations with initial target Year One through Three dates. 2. Karen and Rick will work through e-mail to finalize the questions for the attendees and how they will tag team facilitating the wrap-up of the day. |
| **Preparation for November Coalition Meeting** | Phasing out subminimum wage and the iWaiver are two Year One recommendations that will need to be presented and voted upon at the November EF Coalition meeting. | 1. Rick will write the two up and send to Betsy and Karen for quick review; then he will send out to full Coalition to meet 30 day notice. |
| **Next Meetings** | 10/17 - EF Maine Summit  11/4 - EF Communications Workgroup  11/14 - EF Maine Coalition  11/18 - EF Communications Workgroup | November 4th Agenda:   * Prep for Nov. 14th Coalition Meeting * Web Site * Communications Plan |