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| **Employment First****Communications Work Group**  **December 16, 2014 Meeting Notes** |
| **Members Present:**  |
| X | Karen Fraser |  | X | Rick Langley |  | X | Denise McCarthy |
| X | Brad Strause |  | X | Kelly Osborn |  |  |  |
| **Others Present:**  Betsy Hopkins |

| Agenda Item | **Discussion** | **Action to be Taken** |
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| **De-Brief of 12/12/14 Steering Team Meeting and Preparation for Jan. 9th Coalition Meeting** | Betsy and Rick gave an update from the Steering Team meeting; the minutes aren’t yet complete, but we reviewed what has been drafted so far and discussed actions needed in preparation of the January meeting. It was noted that there has been mention of a report due in January to the Legislature, but multiple searches by Rick and Karen have not found this in either the Act or Bylaws. This was driving some of the timelines in the Steering Team discussion, so this takes some pressure off, but timely action and communication remains important to keep the work of the Coalition moving.The importance of timely meeting notices and minutes was stressed at the Steering Committee as we discussed at our last meeting with good response.We also discussed expanding Coalition membership information to include e-mail addresses for ease of contact. This has come up a few times before when the Coalition first convened and at Friday’s meeting, as well as today in this meeting. Things to be considered are people’s willingness to share this information generally; whether it would be published on the public website or shared as an internal reference document; and how to ensure open and broad communication occurs depending upon the context, rather than fragmented 1:1 discussions. | 1. Betsy will compile each work group’s Year 1 recommendations into a template and share it with the Communications group for review and edit. Once complete, it will be posted on the website for the Coalition in preparation of discussion and vote at the January meeting.
2. The slate of officers will also be voted on in January, so Betsy is first confirming directly with individuals if they are still willing and available to serve, and then Rick will post on the website.
3. Rick will get the Communications work group minutes up-to-date on the website.
4. An agenda item for the January Coalition will be to discuss and come to resolution about membership contact information.
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| **Web Site** | Rick again left a message for Janice Lachance from the Maine Parent Federation regarding her interest in joining the Coalition. Brad connected with Mel Clarrage and found that he is able to access the information posted to the website. He was unable to reach Jim Phipps. Information about Maine’s participation in the ODEP Leadership Mentoring Program was shared at the Steering Team meeting and will be included in the minutes. Although the work being done fits within Capacity building work group’s charge, we decided that having its own page would be easier for interested parties to access. | 1. Rick will follow-up after the holidays with Janice.
2. Rick will add a page for the ODEP information under the Coalition Work Group tab.
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| **Next Meetings** | 12/30/14 – EF Communications Workgroup 1/9/15 – EF Maine Coalition Meeting1/13/15 – EF Communications Workgroup1/27/15 – EF Communications Workgroup 2/3/15 – EF Maine Steering Committee3/13/15 – EF Maine Coalition Meeting | December 30th Proposed Agenda: * Planning for Jan. 9th Coalition Meeting
* Sorting of Ground Rules and Preferred Practices
* Action Items Follow-up
* Web Site
* Communications Plan
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