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| **Employment First****Communications Work Group**  **December 31, 2014 Meeting Notes** |
| **Members Present:**  |
| X | Karen Fraser |  | X | Rick Langley |  |  | Denise McCarthy |
| X | Brad Strause |  |  | Kelly Osborn |  |  |  |
| **Others Present:**  Betsy Hopkins |

| Agenda Item | **Discussion** | **Action to be Taken** |
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| **Preparation for Jan. 9th Coalition Meeting** | January’s meeting has extended time (11:00 – 2:00 pm) because of the substantial agenda. We need to let members know that there is not a report required to the Legislature as previously believed, so there is less time pressure to review and vote on the work group recommendations, but we still need to keep things moving along.We mapped out the agenda for the Coalition meeting with estimated time slots and discussed materials that will be posted on the web site and used during the meeting. These include the Ground Rules/Preferred Practices that were drafted at the Steering Team meeting; proposed Slate of Officers for election; and Year 1 work plan for each of the groups.We also briefly discussed the Policy/Legislative committee work and status of the sub-minimum wage bill; understanding is that meeting with Legislative leadership is occurring to introduce a bill and meet cloture deadlines. No bill has been yet drafted, but looking to the federal bill as the starting place. A quick look found that the EF Maine website does not provide an easy link to the federal bill, which would be very helpful to membership.  | 1. Rick will highlight the extended meeting time when he sends out the agenda.
2. Betsy will do a final compilation of the Year 1 work group recommendations and send them to Rick today.
3. Rick will get the meeting notice out today if at all possible. Included will be the agenda; draft ground rules/preferred practices; the Officers ballots and the Year One Work Plan recommendations by work group.
4. Rick will also post a link to HR 831, the federal bill to phase out sub-minimum wage on the website.
5. We forgot to discuss that an agenda item for the January Coalition about membership contact information, so if time allows this should be added to the meeting agenda.
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| **Web Site** | Rick has been able to get a lot of information updated on the website, including all of the Communications work group minutes. He has not yet added a tab for the ODEP Vision Quest work. | 1. Rick will add a page for the ODEP information under the Coalition Work Group tab and Betsy will let him know when the TA plan is ready for posting.
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| **Next Meetings** |  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 | January 13th Proposed Agenda: * De-Brief and Action Items from Jan. 9th Coalition Meeting
* Web Site
* Communications Plan
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