



MINUTES
Outreach Committee Meeting
Monday, December 7, 2020, 12:00 pm – 2:00 pm

1. **Call to Order and Roll Call:** Ellen Evans, Committee Chair, called meeting to order at 12:00 pm.
4 Present: Ellen Evans, Robin Greenberg, Maureen Smith, André Stojka; **3 Absent:** Heather Roy, Mindy Mann, Nickie Miner. Mindy Mann arrived at 12:02 pm. Nickie Miner arrived at 12:07 pm.
2. **Motion:** Approve December 7, 2020 Outreach Committee meeting Agenda.
Moved by Maureen; **seconded** by Robin; **4/0/0; passed.**
3. **Motion:** Approve November 9, 2020 Outreach Committee Minutes.
Moved by Maureen; **seconded** by André; **4/0/0; passed.**
4. **General Public Comments**
No comments.
5. **Chair Report** – Update by Chair, Ellen Evans
Chair reported on the 12/6 blood drive at Tree People.
6. **Discussion:** Review recent newsletter and pick and assign topics for upcoming newsletter. The newsletter was reviewed and topics were assigned. The December newsletter should be completed by the end of the week.
7. **Discussion:** Further develop outreach plan and calendar for June elections. This discussion was tabled.
8. **Motion:** To approve the tri-fold brochure to promote pre-election NC awareness at the following cost: \$1300 for printing, \$3000 for Every Door Direct Mail and subject to revisions discussed.
Moved by Ellen; **seconded** by Maureen; **6/0/0; passed.**
Revisions to the brochure were discussed. Further revisions will be circulated to the committee prior to presentation to the board. In addition, additional estimates for the job will be solicited.
9. **Discussion and motion:** Approve small postcard to remind people to request their ballots. Cost to be presented at the board meeting. This item was tabled pending pursuit of further information about DONE's outreach plan.

10. **Discussion:** Work on board member tool-kit. Share videos we made. The toolkit was finalized and plans were made to present at the upcoming board meeting.

Motion: To approve the board member toolkit to be presented at the meeting.

Moved by Ellen; **seconded** by Maureen; **6/0/0; passed.**

11. **Discussion:** Updating website material. We made a google doc out of the “about” page and agreed to review and update. In addition, some work on the news item on the fire prevention cameras will be done.

12. **Discussion:** Standing rules regarding passwords for digital media and other accounts. Discussion tabled.

13. **Good of the Order:** More on the blood drive.

14. **Adjournment** Moved by Robin, seconded by Nicke and the meeting adjourned at 1:00 pm.

Next Meeting Date: January 11, 2021, noon