

Coalition name & logo here



Communications Team

Meeting Minutes

May 10, 20XX

9:00 - 9:30

Location

Welcome and introductions

Members present:

Note taker:

Coordinator:

Follow up from last session:

Who is submitting the "Thank you to our sponsors" from youth to radio station?

Due date:

Other feedback from school administration or parents about key messages?

Confirm communications key messages for this quarter: (review annual calendar)

Does this align with our brand? Y/N

- For providers: Aligned wording "non-medical youth cannabis use prevention"
- For youth: focus on positive coping skills, meditation
- For parents: "It's the law" resource
- GOAL: Increase awareness in the community
 - HOW TO ACCOMPLISH GOAL:
 - WHO WILL DO THIS:
 - BARRIERS:
- GOAL: Increased engagement in coalition
 - HOW TO ACCOMPLISH GOAL:
 - WHO WILL DO THIS:
 - BARRIERS:
- GOAL: Increase number of followers on social media.
 - HOW TO ACCOMPLISH GOAL:
 - WHO WILL DO THIS:
 - BARRIERS:

Due date:

Due date:

Due date:

Round table

New opportunities to communicate, new partnerships, other concerns: (2 min)

Who is the contact?

Who will do this?

Due Date:

Next meeting:

June 14, 20XX

Mission or Vision or both Here