

COMMUNICATION COMMITTEE MEETING MINUTES

February 20, 2015 Time: 1100-1300 Place: Raritan Bay Medical Center		
This meeting was called to order by: Cathy Herrmann		
Attendees: Annie Shelton, Omar Araniba, Maureen Hubka, Josephine Budino, Tirso Ballesteros, Cathy Herrmann		
AGENDA	DISCUSSION	DECISION - REFERRAL
PEOPLE		
Membership	Everyone introduced themselves. Annie Shelton is the only member present that was on this subcommittee last year. She reviewed past goals-to increase participation in NJCOMO. <ul style="list-style-type: none"> A letter to be sent to the CNOs –completed Brochure to be developed, an example was passed out to members 	Continue to recruit members with IT background, strong writing skills for Magnet components and creative thinkers for dissemination of information.
QUALITY		
SERVICE		
Communication-Web site	Everyone appreciated the new web site developed by Omar Aranibar We discussed what we would like to see posted on web site for both internal and external communication. The following ideas were discussed <ul style="list-style-type: none"> Minutes from all sub committees could be posted. All marketing for educational sessions that will be offered. Any forms and templates that will be utilized for communication. Possibility of a blog or list serve 	Maureen, Tirso and Omar volunteered to keep the web site updated
FINANCE		
GROWTH		
Future Goals Communication Committee	<ul style="list-style-type: none"> Creating a face book page Blog verses list serve Quarterly newsletters- Maureen and Josephine volunteered to work on a newsletter. 	

	<ul style="list-style-type: none"> • Gate keeper for all sub committees communication 	
SAFETY		
Adjournment:		Respectfully submitted:
Next Meeting	June 12 2015	Cathy Herrmann