

## COMMUNICATION COMMITTEE MEETING MINUTES

Feb. 26, 2016 Time: 1100-1300		Place: Jersey City Medical
This meeting was called to order by: Cathy Herrmann		
<b>Attendees:</b> Kathy Birkenstock, Alvina Perno, Scott Cooper, Tirso Ballesteros, Cathy Herrmann, Vilceus-Talty, Pamela Walsh, Omar Aranibar, Joy Espejo, Lindsay Cianciotto		
<b>AGENDA</b>	<b>DISCUSSION</b>	<b>DECISION - REFERRAL</b>
<b>PEOPLE</b>		
<b>Membership</b>	<p>Everyone introduced themselves. Charter reviewed , discussed and accepted with the following additions:</p> <ul style="list-style-type: none"> <li>• Omar accepted the co chair position</li> <li>• Add to benchmark –how many times the website was hit in 2015 compared to 2016</li> </ul>	Continue to recruit members with IT background, strong writing skills for Magnet components and creative thinkers for dissemination of information.
<b>QUALITY</b>		
<b>Bio-demographics of each facility on website</b>	<p>It was agreed at the last meeting to have each facility submit bio demographics:</p> <ul style="list-style-type: none"> <li>• JCMC already has a template made</li> <li>• Template will be send to Omar and Omar to send to the committee to complete.</li> </ul>	Member to check the web site and obtain information from their Public Relations Department
<b>SERVICE</b>		
<b>Communication-Web site</b>	<p>Face book page started last year- we need to reach out to the administrator from last year to close the present FB</p> <ul style="list-style-type: none"> <li>• Scott Cooper will be the administrator of that page</li> <li>• Working on a slogan for the NJCOMO website.</li> </ul> <p>Please go on website to vote</p>	Ongoing
<b>FINANCE</b>		
<b>GROWTH</b>		
<b>Future Goals</b>	<ul style="list-style-type: none"> <li>• Creating a face book page-it was felt that twitter are used more frequently</li> </ul>	Ongoing

<b>Communication Committee</b>	<ul style="list-style-type: none"> <li>• Blog verses list serve-should start with list serve</li> <li>• Gate keeper for all sub committees communication</li> </ul>	
<b>SAFETY</b>		
Adjournment:		Respectfully submitted:
<b>Next Meeting</b>	<b>TBA</b>	<b>Cathy Herrmann</b>