

**Communications Committee Meeting**  
**Agenda**  
**October 18, 2021**

<https://us02web.zoom.us/j/89329960229?pwd=bnYxdHhBQ0ZtQkp2QW5Cd3owcFhldz09>

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| <b>1:00p – 1:05p</b> | <b>Roll Call</b><br>Approval of September 2021 minutes  |
| <b>1:05p – 1:15p</b> | <b><i>50+ in Montgomery County Update</i></b> <ul style="list-style-type: none"><li>• November program featured guests</li><li>• Planning Committee meets 1<sup>st</sup> Friday of each month</li></ul>   |
| <b>1:15p – 1:45p</b> | <b>Status of Committee Projects</b> <ul style="list-style-type: none"><li>• CoA Member Handbook</li><li>• Press names Excel spreadsheet – Chuck’s suggestions. Also, how often is it updated?</li><li>• Update of Briefing Book</li><li>• Press release for Social Isolation Fact Sheet</li><li>• REDSP Paper</li></ul>   |
| <b>1:45p – 2:15p</b> | <b>New Projects Discussion--Action Items from Austin Heyman’s Discussion at September Meeting</b> <ul style="list-style-type: none"><li>• Organize a task force to get a handle on the County’s websites with regard to older adult information:<ul style="list-style-type: none"><li>○ Determine what County staff is responsible for each site.</li><li>○ Find out what the protocol is for getting information posted.</li><li>○ Review all of the sites and determine whether the information is current and accurate.</li><li>○ Look at ways the information could be coordinated</li></ul></li><li>• Find out which County Department budget has \$10,000 for printed materials for older adults</li><li>• Printed Information at Libraries<ul style="list-style-type: none"><li>○ Who is in charge of sending older adult information to the libraries</li><li>○ Are the libraries still segregating that information</li><li>○ What information is being sent and made available at the libraries</li></ul></li></ul> |
| <b>2:15p – 2:30p</b> | <b>Topics for Future Meetings</b> <ul style="list-style-type: none"><li>• Invite Steve Gurney from Positive Aging to the November meeting</li><li>• More items from Austin’s Action Item list</li><li>• Public Service Announcements to be shown on <i>50+ in Montgomery County</i></li><li>• Work with Montgomery County Media for publicity</li><li>• What should press release topics be and who should decide on them</li></ul>   |