

The logo for ACA MORNING is centered at the top of the page. It consists of the words "ACA MORNING" in a bold, white, sans-serif font, enclosed within a white rectangular border. The background of the logo is a dark, reddish-brown color with a subtle, bokeh-like pattern of light spots in various colors (blue, yellow, green) scattered across it.

ACA MORNING

COMMUNICATIONS SECRETARY REPORT

August 21, 2022

CONTACT LIST: Our Contact List is posted on the website in Excel and PDF formats. No change to the password this month.

WSO LISTING INFORMATION: There have been no changes to the meeting information on the WSO website this period.

EMAIL ACCOUNT: An email regarding our Slack Thread was forwarded to Jim.

MAILCHIMP DATABASE UPDATE: There are currently 408 people on our Mailing List and 366 on our Contact List..

SERVICE ADDRESSES: No new addresses were created this month. Adam K was added to the techhost@acamorning.org address. Lisa and Joy have been added to the info@acamorning.org address to facilitate establishment of the new Communications Team.

COMMUNICATIONS TEAM: We held a meeting of prospective team members on July 31st. The notes from that session are posted on the website, minus the emails of members. This meeting laid out a proposed framework for a team oriented approach to communications for the group at large, with the hope of filling in some gaps in the flow of information among members and committees.

Prospective co-secretaries, Lisa and Joy, met with Wendy on August 7th to look at proposed tasks for the team and who might handle those responsibilities. Lisa created a spreadsheet that was then sent to prospective members. There are still unassigned tasks. The team will meet again after the election of new co-secretaries to decide next steps.

POSITION DESCRIPTIONS: Changes in the structure of Communications will require changes in the position descriptions. We are keeping Paul K-F in the loop but will not suggest changes until we have a clearer picture of the team functions.

Respectfully submitted,

Wendy C.
COMMUNICATIONS CO-SECRETARY