

# Communications Team Meeting

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## Tasks

- Downloading the Contact list from MailChimp, cleaning the content, and posting to the web site.
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- Writing the monthly report for the business meeting and attending the meeting to answer questions.
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- Answering emails that come into [info@acamorning.org](mailto:info@acamorning.org) or [acamorning@gmail.com](mailto:acamorning@gmail.com) (possibly also [greeter@acamorning.org](mailto:greeter@acamorning.org))
  - Joy
  - Rachael (expressed interest in handling greeter emails)
- Posting the links for our website and service each day at the meeting.
  - Joy
  - Jess
- Composing emails in MailChimp to the mailing list or a segment of that list. This might be divided into:
  - Writing copy
    - Wendy
    - Jess
  - Formatting and sending from MailChimp
    - Wendy
- Interfacing with members regarding Service. Calling or emailing members who have done service or have taken the training to Room Host to help fill our Service Schedule Calendar. That might include handling the Google Sheets Calendar as well.
  - Lisa
    - Ask members to let us know if they've been trained
      - Do we just make an announcement or send an email?
- Keeping our WSO listing up to date.
  - Jim (WSO rep)
- Possibly creating or assisting with the creation of extra-curricular activities for the meeting. Dance parties, Art days, Garden parties... You know, FUN!

Sunday, July 31, 2022

- Jess
- Organize tasks list
  - Lisa willing to volunteer 1 hour per week