

ACA MORNING

COMMUNICATIONS SECRETARY REPORT

September 16, 2022

CONTACT LIST: Our Contact List is posted on the website in Excel and PDF formats. To coincide with the changing seasons, the password will be changed from “Fun” (summer) to “Recovery” (fall) on September 22, 2022.

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

GMAIL & EMAIL ACCOUNTS: Joy and Lisa were given access to the acamorning@gmail.com GMAIL account and now store Communications documents on the associated Google Drive.

MAILCHIMP DATABASE UPDATE: There are currently 425 people on our Mailing List and 374 on our Contact List.

SERVICE ADDRESSES: No new addresses were created this month.

COMMUNICATIONS TEAM: Joy and Lisa were elected as co-secretaries at the last monthly Group Conscious meeting, held on August 21, 2022.

Since the last meeting, two mass emails have been sent to all members from MailChimp. Both had an open rate of around 64%:

- 1) Soliciting for members to join the Communications Team, to join the Service Team, and to self-identity if previously trained, which will be used to add tags to the MailChimp DB for future outreaches. Email written by Lisa and Joy, with feedback from Wendy and Will.
- 2) A general list of Room Host reminders. Email written by Boaz and formatted by Joy.

As a result of the July 31, 2022 Communications Team meeting, some tasks have been distributed among the team: Jess posts the daily Service Blurb to the Zoom chat; Jess, Julie and Joy have formed a ‘Fun Subcommittee.’ Other team members will be assigned tasks in the next month.

Joy and Lisa will be meeting with the Service Co-Secretaries, Will and Jim, as well as the Communications Team in the coming weeks for additional tasks determination and assignment.

POSITION DESCRIPTIONS: Joy discussed the website position description updating process with Paul K-F, who advised that position descriptions can be updated to change 1.) the names of the new co-secretaries and 2.) to add the word “Team,” in order to codify how the work has been already spread out among trusted servants. “Team” edits will be modelled after the Service Team description and published on this site this month.

Respectfully submitted,

Lisa and Joy

COMMUNICATIONS CO-SECRETARIES