

ACA MORNING

COMMUNICATIONS SECRETARY REPORT

October 17, 2022

CONTACT LIST: Our Contact List is posted on the website in Excel and PDF formats. To coincide with the changing seasons, the password was changed from “Fun” (summer) to “Recovery” (fall) on September 22, 2022. Next change will be on or around December 21, 2022 (winter).

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

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

MAILCHIMP DATABASE UPDATE: There are currently 450 (+10%) people on our Mailing List and 384 (+5%) on our Contact List. We are in the midst of updating the list with tags for all members who have been trained in service roles, which will facilitate future outreach to these trusted servants.

SERVICE ADDRESSES: No new addresses were created this month.

COMMUNICATIONS TEAM UPDATES:

Since the last meeting, one mass email has been sent to all members from MailChimp. It had an open rate of 64.8%:

- 1) Sent 09.27.22: Notifying of openings for elected roles, including the Service Team Co-Secretaries and the Group Conscious Chair and informing of a *fun* activity – Zoom coloring, led by Conrad on Sunday, October 2, 2022.

A planned communication will go out next week announcing the room host training Boaz will be leading on October 23rd. In addition, we received a request to publish the contents of the Room Host Refresher email from 09.12.22 ([available here](#)) on our website, which was completed by Wendy.

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. Other team members will be assigned tasks in the next month.

We are seeking to schedule a 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: The position description and the website description of the Communications Team are both in the process of being updated to reflect 1) co-secretaries and 2) the formation of a small team for execution of tasks and to have a ‘fun committee’ that was determined to establish last summer.

Respectfully submitted,

Lisa and Joy

COMMUNICATIONS CO-SECRETARIES