

# ACA MORNING

## COMMUNICATIONS SECRETARY REPORT

November 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 “Recovery” (fall) to “Serenity” (winter) on December 21, 2022.

**WSO LISTING INFORMATION:** No new changes were created this month.

**GMAIL & EMAIL ACCOUNTS:** We were temporarily given access to [gc@acamorning.org](mailto:gc@acamorning.org), and those emails will now be routed to Jean. Also, Boaz and Krista will be given access to [service@acamorning.org](mailto:service@acamorning.org) in their new roles.

**MAILCHIMP DATABASE UPDATE:** There are currently 465 (+3%) subscribers on our Mailing List and 409 (+6%) members 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, two mass emails have been sent to all members from MailChimp:
  1. Sent 11.14.22: Notifying of election results, announcing Jean as new Group Conscience Secretary and Boaz and Krista as the new Service Co-Secretaries. Open rate was 60%.
  2. Sent 11.10.22: Notifying of openings for elected roles, including the Service Team Co-Secretaries and the Group Conscious Chair, notifying of our new Bulletin Board (/news) page and informing of a \*fun\* activity – Zoom coloring, led by Conrad on Sunday, November 20, 2022. Open rate was 73%.
- We will be seeking to schedule a meeting with the Service Co-Secretaries, Boaz and Krista, as well as the Communications Team in the coming weeks for additional tasks determination and assignment. We will also coordinate any updates with the GC Secretary, Jean, and new Website updates with Conrad/Wendy.

Respectfully submitted,

Lisa and Joy

**COMMUNICATIONS CO-SECRETARIES**