

ACA MORNING

COMMUNICATIONS SECRETARY REPORT

December 19, 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.

EMAIL & GMAIL ACCOUNTS: We currently receive and respond to emails coming to info@acamorning.org.

MAILCHIMP DATABASE UPDATE: There are currently 491 (+9%) subscribers on our Mailing List and 409 (+5%) members on our Contact List. In the month of November, we completed updates of tags for all members who have been trained in service roles, which will facilitate future outreach to these trusted servants. Going forward, we’ve requested the Service Co-Secretaries forward names of trainees for any subsequent trainings (if on mailing list) to be tagged.

SERVICE ADDRESSES: No new addresses were created this month.

COMMUNICATIONS TEAM UPDATES:

Since the last meeting:

- One (1) mass email was sent to all subscribers from MailChimp:
 - 12.14.22: December Monthly newsletter outreach. Featured updates re: new password, GC brainstorming session, Zoom Coloring 4, Service needs, new Boundaries Check-In Zoom.
 - Open rate as of 12.16.22 is 61%. Also posted a link in the chat for 2 days, reaching 18 readers.
- Eight (8) new announcements were published at www.acamorning.org/news.
- We have requested to schedule a meeting in the New Year with the Service Co-Secretaries for ongoing coordination of communications, aiming for January. We also plan to meet with the Communications Team in January for additional tasks determination and assignment. Respectfully submitted,

Lisa and Joy

COMMUNICATIONS Co-SECRETARIES