

**Communications Ad-Hoc Committee**  
**DRAFT MINUTES**

Wednesday, June 17, 2015

09:30 a.m. to 11:00 a.m.

NCCDD Conference Room and by phone

**Members Present:** Anna Cunningham, Crystal Foreman, Lisa Byrd, Eric Chavis, Nessie Siler

**Members Absent:** Michael Groves, Vicki Smith

**Staff in Attendance:** Steve Strom, JoAnn Toomey, Melissa Swartz

**Guests:** Beth Stalvey

**Welcome:** Anna Cunningham, facilitator and interim chair for the Communications Ad-Hoc Committee, called the meeting to order, welcomed all members, and provided an opportunity for guests to talk about what they would like to get from their participation in this committee.

Eric Chavis asked for assistance in this committee to increase awareness about the Council and its efforts among his networks. Anna noted that all the committee members will gain skills of being able to communicate inclusively and will learn by doing through this committee's work and charge.

In the spirit of helping each member participate, Anna asked for members to let her know what was the best way to communicate. Eric, Crystal, and Lisa asked for hard copies to be mailed instead of sending by e-mail of any correspondence of documents created to increase internal communication among members and later to external audiences. The members agreed this would be put on a calendar so the timing would best ensure all materials are received in advance of the meetings.

Following the discussion on how to receive communications, Anna reminded the committee members about the nominations for Chair and Vice Chair. Crystal Foreman had volunteered to be Chair and Eric Chavis volunteered to be Vice Chair. Lisa Byrd made the motion to accept the nominations for Chair and Vice Chair and Nessie Siler seconded the motion. Motion carried.

Anna provided an update on internal communication documents and asked for feedback from members. She indicated that the way to make the information easier to read and understand is through the use of graphics such as a meter showing how the work of the committee is moving the needle. Anna also mentioned that this ad-hoc committee should look for opportunities to communicate with the other ad-hoc committees and partners.

Anna suggested the group may want to have Steve to work on a “findings document” that lists the internal communications needs for self advocates to participate and what activities can the members do within the charge of the ad-hoc committee that would help each learn by doing. The members asked Steve to do create this document and added that it should be shared with the entire Council so that the Council can be informed of communication barriers among the members.

Melissa Swartz was invited to address the ad-hoc committee on the activities of the 5 Year Plan. Melissa informed the group of the collection of data by CIDD. Input can be given until July 31<sup>st</sup> either by filling out an online survey found on the website, completing a written survey, or by phoning the office and giving answers to a Council staff member. Anna asked Melissa to provide any changes in the schedule of listening sessions or surveys so that members can help inform their networks. If members need assistance with the survey or 5 Year plan, they can reach Melissa at 1-800-357-6916 or 919-850-2901. Melissa encouraged the ad-hoc committee members to get the word out about the listening sessions and informed the group of the marketing efforts with CIDD, O’Neill Communications, and staff members to reach as many NC citizens as possible. Eric Chavis requested assistance to inform his self advocacy group on June 30<sup>th</sup> in Greensboro.

Steve read the charge of the ad-hoc committee and the activities within the overall objective.

The Communications ad hoc committee will assess the NCCDD website for content and accessibility, draft procedures for NCCDD recognition and awards activities, and identify opportunities where active member engagement can advance NCCDD mission.

1. The NCCDD Communications committee will work closely with the communications initiative and assigned systems change manager to advance Council input in the development of the new NCCDD website.
2. The NCCDD Communications committee will consider listening forum results collected by O’Neill Communications focused on live community engagement by NCCDD members, staff and leadership. Based on forum results, this committee will develop recommendations for active member engagement in their communities to establish meaningful awareness of the NCCDD, and extend its reach.
3. The NCCDD Communications committee will consider current and other NCCDD recognition activities. This ad hoc committee will develop draft procedures for solicitation, application review/winner recommendations, and award event activity development for the Hefner and Riddle awards. In addition, this ad hoc committee will consider other recognitions for

highlighting by NCCDD. Further, the NCCDD Communications committee will consider the appropriateness/process for annually establishing an awards application/ review and recommendation committee.

Anna asked that the members keep the objectives in mind and also to think about how to inform members who are absent and to seek input and engagement.

Beth informed the members on a communication document she is working on to help inform members and external audiences on the initiatives. Each one page document will incorporate the objective of each initiative and the gap each initiative addresses in the system. Beth will provide copies of the one page documents and asked members for their feedback. Eric asked for a self addressed stamped envelope so that the members who receive the documents in US mail can provide comments and mail back to Beth.

### **Wrap Up and Reminders:**

Anna thanked the members of the Communications Ad-hoc Committee and guests/supports for their input and active participation during the meeting.

Next meeting will be on July 15<sup>th</sup> at 9:30 a.m. in the conference room and by conference line at 888-557-8511, conference ID code 3661024

Anna asked for times to follow up with committee members to make sure she understands the accessibility needs of each member. She asked for final comments before entertaining a motion to adjourn. Lisa made the motion to adjourn and Nessie seconded the motion. Motion carried.

Meeting was adjourned.