**Communications Committee Meeting**

Thursday, October 14, 2021, 10:00 – 11:30 AM

**Meeting Notes**

**­­­­­­­­­­­Attendees:** Adam Hiob, Susan Kaliush, Molly Mesnard, Katherine Morris LiLi Taylor, Emma Wilson

|  |
| --- |
| 1. **Opening**

Committee Chair Susan Kaliush opened the meeting. |
| 1. **Old Business**
 |  |
| WIOA Alignment Group (WAG) Updates* Issue #29 of the newsletter was released on September 20, slightly ahead of the target publication date.
* WAG approved the proposed topic outline for October, to focus on Disability Services.
 |
| Analytics * The open rate for Issue #29 was 22%.
 |
| 1. **New Business**
 |  |
| Status Updates on October Newsletter Most articles are complete..  |
| November/December Newsletter TopicsThe committee agreed on featuring National Apprenticeship Week and related Maryland Apprenticeship and Training Program initiatives. The group brainstormed resources and ideas for stories. |
| 1. **Next Steps**
* LiLi will assemble notes and distribute them to the committee.
* LiLi will develop an November/December newsletter topic outline based on the group discussion for the WAG to review.
* Susan and Kim will present on committee activities at the WAG’s October meeting.
 |

Next Meeting:Thursday, November 18, 2021 10:00 – 11:30 AM

Google Meet Link: [meet.google.com/amj-serx-cgq](https://meet.google.com/amj-serx-cgq?hs=122&authuser=0)

Call-in #: