Name of Committee: **Communications Committee**

Chair: Yeages Cowan

Committee Members: Garrick Young, Mini Varughese, Adam Lee, David Griffith, Jenn Sawin, John Seelke

* Set a monthly meeting date- the third Wednesday of every month at 7 p.m.
* Worked on gathering information on our various social media and technology outreach platforms:
	+ Website:
		- Garrick Young has agreed to lead this effort, and Adam provided the Committee with a site dump of our current website. This week, a small sub-working group is spending time going through our website, a deep dive on our current website, to understand what information is currently on our website.
		- We plan to engage Cynthia on an effort to work through our website and determine what the goals for our website are. Once we have determined the purpose and goals for our website, we will work on engaging a consultant to revamp our website.
		- Our timeline is early January for a new website, which is ambitious but important.
	+ Facebook:
		- Worked on identifying our Facebook presence, which currently consists of the MCCPTA official page, the MCCPTA Facebook Group (approx.. 85 members), the MCCPTA-Covid-19 Facebook Group (over 2,000 members), the MCCPTA ESOL and Non-English Speaking Families FB Group (180 members).
		- Worked on protocols for setting up FB Groups and rules to be followed (document to be prepared and distributed to everyone – in the planning stages at the moment).
		- This coming month:
			* Rework the MCCPTA official page;
			* Rename the MCCPTA FB Group;
			* Figure out how the MCCPTA official page is to be used going forward, and this ties in with the purpose of our website;
			* Decide how to move forward with MCCPTA-COVID-19 Group, as it is getting somewhat “noisy” in terms of politeness and topics under discussion.
	+ E-lists:
		- Added a ‘secretaries’ e-list (thank you, Adam)
		- Considering an e-list that allows information to be pushed out to people, as opposed to message boards.
* Worked with Cynthia to restart monthly meetings with MCPS Communications Team in order to share information and advocate for communication across our communities.