Name of Committee: **Communications Committee**

Chair: Yeages Cowan

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

* Website:
	+ Our site architecture document is almost ready. We have worked through each link, and have decided on content to be revised and/or included as is.
	+ VPs/Committee Chairs will be asked to review content and to revise in accordance with new templates to be provided.
* Facebook:
	+ MCCPTA COVID-19 FB group: a HUGE thank you to Mini Varughese for joining our team of volunteers to moderate this FB page. Her energy and enthusiasm, and her thoughtfulness, has been an incredible help to the other weary moderators, which include Laura Mitchell, Cynthia, Gillian and myself.
	+ FB Request Form has been distributed to all VPs/Committee Chairs.
	+ This month:
		- * Open up the MCCPTA FB Group page to non-COVID related posts.
			* Rework the MCCPTA official page;
			* Identify who will be entitled to post on the MCCPTA official page; and
			* Prepare rules of the road document for postings.
* Whats App and AToZ: Working through a draft strategy for the potential use of this technology. Mini has connected with AtoZ with some questions geared toward understanding if we can make use of this technology to increase our reach.
* Elists: These have been finalized and have been posted on the groups.io homepage as well as on all the elists. This month’s task: to work on clearly delineating the purpose of each of the elists, with a view to clearer communication channels and LESS EMAILS!
* Monthly meeting with MCPS Communications Team in February 2020:
	+ Discussed in detail the notion of breaking down information into bite-size pieces that are more understandable and digestible, with concrete examples of what could be done better, such as linking directly to information in a text, clearer, more concise communication about the Return To School Plan, wider dissemination of information.
	+ Worked with Cynthia and the ITSS/Communications Director to disseminate critical information regarding the Return to School plan, particularly with respect to technology needs.