

**Minutes**  
**CCN Communications Committee**  
**Thursday, March 14, 2003, 8:30 – 10:30am**  
**Sunshine Room, Main Floor, 1509 Centre St. S**

Attendance: Aundrea, Annette, Nicola, Suzanne, Maria, Laura, Andrea

Regrets : Emily, Judy, Anna, Kelly, Shahnaz, Sandra, and Kathy

**House Keeping:**

Meetings

- Meetings with CCN – evenings may work better! Wednesdays & Thursdays, every 2<sup>nd</sup> month.
- AGM – June 05, 2003

Next meeting:

- Revised meeting date to allow for AGM planning – Thursday, May 08, 2003 (allow for planning re: AGM) . Dinner will be served @ 6:00 and meeting @ 6:30 pm.
- Panorama Room, Centre 15,
- Phone Nicola at 403-291-9111 ext. 25 re: RSVP
- Suzanne will greet @ doors to allow entrance into the building – Andrea's cell phone number 874-4591

**Agenda:**

Approval of meeting minutes – All in agreement

Follow up from last meetings:

- a. Healthy Communities will have a member on the Communications Sub Committee (name to be determined).
- b. Nicola sent follow up meeting notes.
- c. Monthly themes and web links will require follow up **(Maria & Nicola will develop a list & cc: Suzanne)**
- d. Marketing template was sent to group **(please send plans to Nicola)**
- e. Richard was contacted.
- f. Paul J. was contacted – **date to be set by Laura in next few weeks.**

Steering Committee Update provided by Andrea and Suzanne

- \$6,000( by Mar 31, 2003) will be spent on the website \$5,000 and \$1000 deposit on the AGM
- 1 pager action item steps will be prepared post each meeting.
- CCN wrote a letter of support for the City of Calgary “Walk to Work” project, coordinator is Nicole Jensen, City of Calgary. CCN may offer advice and support, possibility to include the project on website.

## Workgroups

### Messaging Group - Laura

- Need to set narrow messaging on the CCN – Laura to draft a one pager on messaging by next Friday.
- “Linking the community to you”
- Communications goal one – drive people to web site.

### Web site promo - Kathy

- See email from Kathy

### Internal Communications – new members - Aundrea

- Notes from Aundrea to be attached