

## **NYCTU COMMUNICATIONS COMMITTEE FY2007 Action Plan – Second Draft (MBP 01/05/2007)**

**Goals:** The Communications Committee will be responsible for facilitating intra-Chapter communications as well as communications with third parties, such as the media and businesses. The primary activities of the Committee will be preparation of a chapter newsletter, communicating upcoming chapter programs/outings/activities to chapter members and the public and expanding and maintaining the Chapter web site.

**Current Members:** Michael Parks (Chair), Les Forshey (Webmaster), Noel Holland, Steven Lee, Rob Schwartz and Erik Young

### **Short Term Action Items:**

- (1) Posting or creating a link for the Alley Creek Phase I & II reports to the website
- (2) Removing outdated announcements/info. from website.
- (3) Restarting the chapter newsletter which includes:
  - Finding an editor to edit and format the newsletter
  - Writing/obtaining content/articles
  - Establishing a publication schedule
  - Deciding on a method of publication and delivery (electronic or paper, sent by e-mail, U.S.P.S., posted on website)
- (2) Expanding the website which includes:
  - Creating/obtaining relevant content for the chapter's website
  - Creating the structure/architecture for the website (discussion boards, links, etc.)

### **Short Term Assignments:**

- (1) MBP to obtain electronic file version of Alley Creek reports from WT and give to LF (01/21/2007).
- (2) LF to remove outdated announcements and info. from website (Date??).
- (3) MBP to obtain action plans of other committees from committee chairs and give to LF for posting to website (01/31/2007)?

### **Long Term Action Items:**

- (1) Develop newsletter advertising (overlap with Finance and/or Fund Raising Committees)

**Long Term Assignments:** To be based on Committee discussions

**Next Meeting Date, Time, Place and/or Method:** Spring 2007, specific date to be decided.