

Comms Planning Meeting Friday 22nd February 2019 – Bramcote
Attending: Sue Sambells, Jozef Doyle, Alex Scurtu & Matt Lawson

<u>Agenda item</u>	<u>Topic</u>	<u>Discussion/Actions</u>
1.	Volunteers Availability/Development	<p>Support/Training/Development: Technical training re Joomla website TBA during April, with Joe at VISAV for Sue & Alex. Offered Community Organiser training. See https://wordpress.com/view/nottinghamshirecommunityorganisers.wordpress.com. Contact Steve Smith for further information. JD, AS & ML confirmed they are gaining the development opportunities they hoped for when applying to join NottsWatch, as volunteers. Availability: Once new NottsWatch emails set up, to be accessed via outlook and share calendars within outlook to show community availability.</p>
2.	Team Communication/shared documents	<p>Agreed short, imminent messages via What's App group but longer/higher importance messages via email. Action taken: SAS asked VISAV to set up @nottswatch.co.uk email addresses for JD, AS & ML – using full names. Update: JH set these up 13.3.19 & SAS updated register.</p>
3.	<p>Summary of actions/results to date Comms Liaison Officer – Matt Newsletter Editor – Jozef Website Editor – Alex Social Media Editor – Matt – or to re-advertise?</p>	<p>Discussed actions to date plus future blog. Agreed to aim to publish two posts/week to ensure consistency but not overload the readers. All to contribute to blog but share topic with team, in advance, to avoid duplication – via calendar/email. Discussed consistency of blog content. Re URLs – hyperlink within text but use <i>Footnote</i> to show URL in full, plus credit any publication referred to including date/author. SAS confirmed happy with individual styles but to ensure accuracy of content and syntax/spelling. Action SAS to discuss blog format with Joe, VISAV, plus review adding writer's name to posts. Automatic in WordPress. Update: Joe to switch this facility</p>

		<p>on and add Matt & Jozef as editors. Sue & Alex will remain active website editors but can show the correct author.</p> <p>Social Media role: Matt agreed to fill in but SAS to re-advertise SM role, via charityjobs.uk. Action SAS. Update: SAS meeting with two new prospective Social Media Editors 29.4.19.</p>
4.	Comms Plan	<p>Action: JD to draft Comms Plan and share with team for input.</p> <p>Take into consideration:</p> <ol style="list-style-type: none"> 1. Campaigns - coordination <ul style="list-style-type: none"> • Scam Awareness Month: June • Rogue Trader Awareness Week: October • National Consumer Week: 15 Nov, Product Safety Week: Nov 2. Consistency of message 3. Coordinating re blog/newsletter/SM/alert 4. Promoting/evaluating our blog/SM/newsletters 5. Reciprocal support for partners <p>When finalised SAS to send to Notts CC Comms Liaison – Julie Cuthbert,</p>
5.	AOB/Further meetings	