

## GCACH Communications Committee Meeting

### Meeting Minutes

June 17, 2019 | 11:00 AM – 12:00 PM | Teleconference

**Participants** (\* denotes they called in)  
Sandra Suarez\*, Joyce Newsom\*, Rhonda Hauff\*, Kendra Palomarez\*, Dan Ferguson\*, Rachael Guess\*, Wes Luckey\*, Lauren Johnson\*

**Welcome & Introductions**  
Sandra welcomed everyone and thanked them for attending the meeting for the Communications Committee. Sandra reviewed the agenda for the meeting and the 5-20 Communications Committee Meeting Minutes. Due to lack of attendance, Sandra Suarez tabled the approval of the minutes for the next Communications Committee meeting.

**Review Additions to Communications Committee Charter**  
Lauren reviewed the changes to Communications Committee Charter.  
During the 4-15 Communications Committee meeting, the group decided to add the following objectives to the Charter to include verbiage around the Sponsorship funding allocations:

- Identify and approve funding allocations for Sponsorships
- Evaluate Sponsorships and communications for geographic equity

Rhonda Hauff motioned to approve the changes to the Communications Committee Charter. Seconded by Dan Ferguson. Motion passed. The revisions to the Charter will be presented to the Board during the July Board meeting.

**Review Updated Sponsorship Policy and Application**  
Lauren reviewed the updates made to the GCACH Sponsorship Policy and Application.  
Other than some minor grammatical and formatting changes, GCACH updated the following on the Sponsorship Request Policy:

- Added a definition for Applicant
- Updated GCACH's four project areas
- Added a definition for Sponsorship(s)
- Added verbiage for if the event is cancelled
- Added a definition for non-allowable costs

GCACH made the following changes to the Sponsorship Application:

- Added a section at the top asking for the date of the event
- Added a section at the top asking for the requested sponsorship amount
- Added a section at the top asking for the event location and address
- Added a section at the top asking for the mailing address of the requesting applicant

GCACH staff also revised the questions on the Sponsorship Application to avoid redundancy.

Joyce Newsom motioned to approve the changes made to the Sponsorship Policy and Application. Seconded by Kendra Palomarez. Motion passed. The revisions to the Policy and Application will be presented to the Board during the July Board meeting.

## Quarter Two Sponsorship Applications

The Communications Committee reviewed the Quarter Two Sponsorship Applications received: Walla Walla County Department of Community Health and Cancer Pathways.

Walla Walla County Department of Community Health is hosting their annual National Night Out event on August 6, 2019. This year, Walla Walla County Department of Community Health will be featuring the theme "Starts with One" which is part of the Washington State Opioid Response Plan. Funding will be used to purchase prescription lock boxes and promotional materials to distribute to attendees. This event aligns with GCACH's Addressing the Opioid Public Health Crisis project area. Walla Walla County Department of Community Health is seeking \$5,000 in sponsorship funds from GCACH. Rhonda Hauff motioned to approve a \$5,000 sponsorship for Walla Walla County Department of Community Health's National Night Out event on August 6, 2019. Seconded by Dan Ferguson. Motion passed.

Cancer Pathways is hosting their 2<sup>nd</sup> Annual Cancer Education and Self-Advocacy Seminar for migrant and seasonal farmworkers on Friday, October 4, 2019 in Granger, Washington. They plan to partner with the Community Health Workers Coalition for Migrants and Refugees (CHWCMR) to offer a free, bilingual conference to migrant farmworkers, seasonal farmworkers, community health workers and community members. This event aligns with GCACH's Chronic Disease Prevention and Control project area. Cancer Pathways is seeking \$3,500 in sponsorship funds from GCACH. The group decided to not fund the event due to the location of Cancer Pathways (Seattle), the community-based work that Fred Hutch does in the region (cancer research) and date/time of the event. Motioned by Rhonda Hauff. Seconded by Joyce Newsom. Kendra Palomarez abstained. Motion passed.

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## Review of GCACH Brochure

Per request of the Committee members in the 5-20 Communications Committee meeting, Lauren reviewed the updates made to the GCACH Brochure.

The GCACH Brochure was created for the Community and Tribal Engagement Specialist to use upon his travels. The brochure includes a description of GCACH's four project areas, an overview of GCACH's Board of Directors, GCACH's slogan, and contact information for each staff member. Updates made to the brochure included the following:

- Taking out the Local Health Improvement Network (LHIN) map and including the county map instead
- Adding a short description for the Board of Directors and eliminating the list of each member and their sector
- Adding in a more recent photo
- Adding more color

Overall, the group liked the updates made to the brochure and think it will come in handy when marketing GCACH.

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## Adjournment

Lauren mentioned that the Communications Committee will now be meeting the first Tuesday of each month from 11:00 am – 12:00 pm. Sandra concluded the meeting by thanking all for attending. Meeting was adjourned at 11:45 am.