



HVHC Media Communications Meeting

4.26.18

DDA Office

Attendance: Charlie, Logan, Zara, Mishelle, Lindsey, Liz, Jamie

Shared folder concept so all coalition members can view events, calendar...etc.

- Gsuite (shared agenda mobile app, can tag others so they can view doc)
 - 2 separate calendars – one admin/communications team ONLY that can be viewed but not edited by others, and one calendar that is open.
 - <https://gsuite.google.com>

○ Who is responsible for creating? Liz!

Available Domains: HVHCAK.com, HealthyVoices.com

- Our potential website HAS to be mobile friendly in order to show up on search engines

Purchases: Pay and submit receipts for reimbursement OR contact Charlie for her CC or complete check request form.

- Purchasing rules: Charlie is main purchaser, anything under maybe \$50 can be purchased by others.
 - Social Media Likes: 46 (HVHC pg.), 473 (father/daughter pg.)
77 (mother/son pg.) VOA (474 pg.)

Social Media: Jamie is in charge/admin for HVHC Facebook account

- Lindsey to get login/password info to Jamie/add Jamie as admin
 - Add more social media outlets: Instagram, Twitter...etc.

Marketing Potential: Produce generic business cards, Mishelle brought examples with our logo, website, and various events, one with our mission/vision statement...etc.



- **What do we need to do?** Figure out various examples of content for cards, produce a media kit with a flash drive, similar to Dover2Dover
 - Possibly our HVHC youth can have their own generic HVHC business cards where people can add their name, role (written themselves). **Logan** to pitch this to youth 4.27.18, also agree on one set title (peer mentor, youth advocate...etc.)
 - **Liz** working on HVHC brochure and flyer, Liz to share content info w/ Mishelle

Budget (Opioid grant)

- \$7k Opioid to spend (Get Schooled, I'm a fish not a Pharmacist...etc.)
 - \$5k to DDA
 - \$11,184 program supplies (RRW, Drug Takeback, meetings, food, incentives...etc.)

Budget (Bullying grant)

- Next year \$15k to spend for Bystander Intervention for Media, PSA's, swag...etc.
 - \$13k to web development and STC kits and convo cards.
 - \$20, 366 events, venue, capacity building...etc

Potential Tobacco Grant Budget (TBD)

- \$75,917 laptops, iPads...etc.
 - \$53,82 meeting supplies

Miscellaneous:

VOA website has incorrect HVHC vision statement

STC kits – revamping STC kits to be solely a product by HVHC

Logan to be part of OSMAP, will be working out of their office starting July 1, 2018.

Next Meeting: Thursday, May 10, 2018 11am-12pm DDA Office

