

## **Outreach Committee**

### **Meeting Minutes**

**06/23/2023**

- I. Members Present
  - a. Susan Burke- Present for meeting
  - b. Tiffany Lightfoot Present for meeting
  - c. Jenn Craigmyle Present for meeting
- II. Discussion of Jenn Craigmyle stepping down from Chair.
- III. Discussion of addressing the cancellation list
  - a. Ideas to email past members
  - b. Send a survey
    - i. Susan and Tiffany to work on survey questions
- IV. Monthly Newsletter
  - a. Jenn will follow up with Andrea Nebel to get a template
  - b. Tiffany willing to work on the monthly member spotlight and newsletter
    - i. Requesting support for proof reading