**Communications Committee Meeting**

Thursday, October 14, 2021, 10:00 – 11:30 AM

**Meeting Notes**

**­­­­­­­­­­­Attendees:** Adam Hiob, Susan Kaliush, Molly Mesnard, Katherine Morris LiLi Taylor, Emma Wilson

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| 1. **Opening**   Committee Chair Susan Kaliush opened the meeting. | |
| 1. **Old Business** |  |
| WIOA Alignment Group (WAG) Updates   * Issue #29 of the newsletter was released on September 20, slightly ahead of the target publication date. * WAG approved the proposed topic outline for October, to focus on Disability Services. | |
| Analytics   * The open rate for Issue #29 was 22%. | |
| 1. **New Business** |  |
| Status Updates on October Newsletter  Most articles are complete.. | |
| November/December Newsletter Topics  The committee agreed on featuring National Apprenticeship Week and related Maryland Apprenticeship and Training Program initiatives. The group brainstormed resources and ideas for stories. | |
| 1. **Next Steps**  * LiLi will assemble notes and distribute them to the committee. * LiLi will develop an November/December newsletter topic outline based on the group discussion for the WAG to review. * Susan and Kim will present on committee activities at the WAG’s October meeting. | |

Next Meeting:Thursday, November 18, 2021 10:00 – 11:30 AM

Google Meet Link: [meet.google.com/amj-serx-cgq](https://meet.google.com/amj-serx-cgq?hs=122&authuser=0)

Call-in #: