



## Communications Committee 2019 Work Plan

Task	Lead	Timeline	Status
Finalize guidelines for Website & Social Media posting delegation	Bill & Nancy	TBD	
Develop and publish Organization-wide Calendar	Bridget & Karen	By end of January	
Draft January Clear Thinking	Bridget	January	
Draft March Clear Thinking	Bridget	February / March	
Draft and publish 2018 Annual Report	Bridget & Karen & Terry	Publish with March Clear Thinking	
Review website for updates	Bridget	March	
Draft Clear Lake Directory Ad.	Bridget	March / April	
Draft May Clear Thinking	Bridget	April / May	
Develop and launch plan for Branded Merchandise	Bill	Launch by Summer Gala on June 22 <sup>nd</sup>	
Develop form and process for licensing photos	Bridget & Karen	June	
Draft July Clear Thinking	Bridget	June / July	
Draft September Clear Thinking	Bridget	August/ September	
Draft November Clear Thinking	Bridget	October / November	
Review website for updates	Bridget	November	
'Blue Papers' -- Draft 3 based on Board priority	Karen	Year end	
Post event calendar	Bridget	Monthly in Exec. Dir report & in the newsletter	
Publish "ASK BRIDGET"	Bridget & Karen	As needed	

*Members: Karen Horrell (c), Nancy Webster, Bill Greffin, Brenda Elliott, Bridget Harrison*