



**Community Involvement Committee  
Communications Subcommittee**  
August 28, 2009, 10-11 a.m.  
**MEETING MINUTES**

**Committee Members Present:** Anyeley Hallova, Linda Nettekoven, Jon Turino  
**Absent:** Howard Shapiro  
**Staff (BPS):** Eden Dabbs

The CIC Communications Subcommittee met for the first time as a group for coffee at the 1900 SW 4<sup>th</sup> Ave. building. It was partly a get-to-know-you meeting, but the committee also performed the following tasks:

- Reviewed Eden's draft communications production schedule, which supports the early outreach and workshop efforts with marketing and educational materials, publicity/earned media, web content and social media.
- Linda and Anyeley are serving on a review panel for a strategic marketing communications plan for the Portland Plan. The panel (which also includes several BPS staff) will be interviewing the top three proposers on Tuesday, September 8, and should be able to choose a finalist by the middle of next week. The RFP has the consultant leading a kick-off meeting a week after contract award.
- Staff is working hard on completing the background reports, fact sheets, primer and web updates in time to go live on October 9. Eden will make sure the comms subcommittee (and others, if necessary) is in the review cycle for marketing collateral.
- We agreed that we can handle much of our work via e-mail and will schedule meetings as necessary.
- Minutes to the meeting will be posted on the Portland Plan website.