



ART From Ashes inc.

empowering youth through creative expression and personal transformation

1310 west 10th ave • denver co 80204 • 303.837.1550 • artfromashes.org • [fb/artfromashes](https://fb.com/artfromashes) • [twitter/artfromashes](https://twitter.com/artfromashes)

COMMUNICATIONS TEAM MEETING 01.24.19

TEAM ROLES

Team Lead: Catherine (interim)

Designers: Stephanie, Dwayne

Social Media: Robyn

Website: Cameron

Writers: Becca, Anne

Constant Contact: Catherine (anyone else?)

Editors: Becca, Anne

PR/Media: Boone

LAST MEETING'S ACTION ITEMS

- Management
 1. Invite members to FB Communications Team group
 2. Send out agenda before next meeting
 - To Do
 3. Catherine and Stephanie will finish 2019 calendar
 4. Cameron will review website and make suggestions
 5. Catherine will bring Huddle training materials to next meeting
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THIS MEETING'S ACTION ITEMS

1. Review FB Communications Team group
 2. Review agenda before next meeting
 3. Review Cameron's website suggestions
 4. Huddle training
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ONGOING ACTION ITEMS

- Website needs:
 1. Design
 2. Gather information (Lovely Words)
 3. Write
 4. Edit
- 5. Updates:
 - ✦ Drop-in times
 - ✦ News
 - ✦ Events calendar and page

- ♦ Grants/donations/sponsors
- ♦ ROTG update
- ♦ New staff, board, contractors
- **The Ascent, online newsletter***
 1. Determine content
 - ♦ (all needs listed above and linked)
 - ♦ Poetry prompt?
 - ♦ _____
- Email blasts?
 - ♦ _____
- Social Media management
- Agency collateral development
 1. Update content
 - ♦ Agency flyer
 - ♦ Phoenix Rising flyer
 - ♦ Adult Workshop flyer
 - ♦ Poem cards
 - ♦ _____
 2. Edit
 3. Design
- Events marketing
 4. Review Marketing Requests
 5. Create Boilerplate
 6. Edit
 7. Design
- Agency Communications Plan
 - Needs to be updated
- Media contacts (press releases, set up PR opportunities, etc)
 1. Write press releases
 2. Edit
 3. Disseminate to media outlets

***The Newsletter Will Feature:**

1. Breaking News
2. Featured individual: youth poet, staff member, volunteer, board member, donor
3. Poetry prompt?
4. Pictures of recent or past events (photos needed)
5. Upcoming Events and next First Friday
6. Upcoming Adult Workshops

All team communications will be via FB Communications Team group; all documents are in Huddle.

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