

## **Brookline Community Aging Network (BrooklineCAN)**

### **Communications Committee Minutes March 13, 2019**

Carol Caro (presiding), Elenore Parker, John Seay, Matt Weiss, Ruth Seidman (recording)

1. The **April Newsletter** will include an article on the April 25 BrooklineCAN-sponsored program with author John Leland. Articles are due March 22.
2. **Education Committee.** Ailene Gerhardt, BrooklineCAN member and member of the Education Committee, will be presenting a program on “Health Literacy” Thursday May 16, 6 to 8pm at the Senior Center. Ruth will get further information to Communications as soon as available. Ailene is a Board Certified Patient Advocate.
3. Request received for an ad in the newsletter. Carol will follow up on this particular request,
4. **Handling inquiries.** We discussed the various types of inquiries such as #3 above, suggestions for additions to Links (articles and web sites related to healthy aging), and other matters. There are a number of email groups; when an inquiry comes to a group, we would like to have a plan for which member of the group should deal with the message. John explained that the list of email groups can be found on the BrooklineCAN web site, Members Only→Email Addresses. The groups that include names of Communications Committee members are: info, links, media releases, membership, and news. John handles messages regarding Links, sometimes conferring with Ruth when a new resource is suggested. Since we did not discuss all of the categories, Ruth will bring the list, with names, to the next meeting so that we can further clarify the process.

**NEXT MEETING: April 10, 2019, 2:00pm**