

**Communication Task Force (CTF) Committee
MINUTES**

Thursday, Nov 9, 2023, 2:00 PM

Microsoft Teams Meeting BRPELS office (in-person) & Virtual (Teams)

Meeting began: 2:00 PM

Meeting ended: 3:00 PM

Committee: David Peden, PE, SE, Board Chair
Marjorie Lund, PE, SE, Board Member
Ken Fuller, PE, Director
Greg Schieferstein, Communication and Outreach Mgr.
Mackenzie Wherrett, Executive Assistant

Visitors: NONE

Minutes:

Organizations & Associations

- SMU Dec. Board meeting & student/faculty reception - reviewed plan and added invite names to list

Website

- Reviewed mockup for front page, adjustments
- Staff continues to update web pages
- Greg starting framework build for new site

Logo – review – updates in week and a half

Journal – Fall/Winter Edition complete – reviewed Spring/Summer edition plan

Strategic Planning – public education project, benefits of licensed professionals

Social Media - update on LinkedIn, discussion of 6-month plan

END