



**Communication Task Force (CTF)
Committee Agenda
Thursday, July 20th, 2023 2:00 PM
Microsoft Teams Meeting (virtual) & BRPELS office (in-person)**

In person:

605 11th Ave. SE, Suite 201
Olympia, WA 98501

Microsoft Teams meeting

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Committee: David Peden, PE, SE, Board Chair

Marjorie Lund, PE, SE, Board Member

Ken Fuller, PE, Director

Mackenzie Wherrett, Executive Assistant

Greg Schieferstein, Communication and Outreach Mgr.

Agenda:

CTF checklist

- ✓ communication audit
- o identifying target audiences and their contexts
- o developing clear and easy-to-understand key messages
- o defining mediums for integrated communication, engagement and education
- o identifying a ready bench of messengers on key topics

Website

- o Update - staff website content team - updating pages
- o Logo development
- o Timeline