

**Brookline Community Aging Network (BrooklineCAN)
Communications Committee Minutes December 9, 2015**

Carol Caro (presiding), Linda Cheren, Ruthann Dobek, Elenore Parker, John Seay, Aaron Seidman, Matt Weiss, Ruth Seidman (recording)

1. **Newsletter.** As usual, Ruth brought a list of proposed articles. We will continue our series on transportation options for seniors, this year's BrooklineCAN theme. Articles are due to Carol and Ruth by December 16.
2. **Template for flyer announcing BrooklineCAN programs.** We reviewed the most recent iteration and discussed color, design, and text. Based on this discussion, John will revise and email a copy to committee members.
3. **Promotion Request Form.** John has created a member section for the web site: members.brooklinecan.org – this link takes you to a version of the BrooklineCAN web site with a “Members Only” link at the bottom of the listing on the left. (The flyer template is also available here.) We made a few suggestions of items to include on the request form.
4. **Public Relations.** Per request of Steering Committee, Elenore is working on an article on what BrooklineCAN is doing to promote pedestrian safety. Elenore has quite a bit of information on this, and will consult with Frank on how best to focus the article.
5. Ruthann announced that we have hired a **Membership Assistant.** John will work with the new assistant to get her started in using the membership database.

NEXT MEETING: Wednesday, January 13, 2016, 2:00 pm