Ontario Branch Executive Council
Communications Working Group
Minutes

Date:	November 17, 2016	**Time:**	11:00-12:00
Location:	Teleconference		
Attendees:	Eric Devine(ED), John Cannan (JC), Jeanine Middleton (JM), Brandon Krupa (BP)		
Invited:			
Regrets:	Rafael Barros (RB)		
Chair:	Eric Devine	**Recorder:**	Eric Devine

	Agenda Items:	Discussion	Action Item
1.	**Welcome and Introductions**	**Meeting Commenced: 11:00**	
2.	**Approval of Agenda** **An agenda was not circulated previously as this was the inaugural meeting of the group and issues were flushed during discussion**	**Moved:** **Seconded:**	
3.	**Review and Approval of Previous Minutes from**	**Moved:** **Seconded:**	**Standing Action Item:** ED to post minutes to the website.
4.	**Review and Approval of Electronic Motions**	Nothing to review and approve.	
	Standing Agenda Items	**Discussion**	**Action Item**
5.1.	**Working group structure**	Introductions of the group and goals were communicated as diversifying the actions and roles of the communications portfolio to a volunteer group for design and maintenance. A working group chair has not yet been selected and will occur later date. Members include JM and BK. JC will assist with transition as editor of OBN but will not be a standing	**Action item (November 17):** ED to schedule with Kate Beath the CWG set time for teleconference. **COMPLETED** **Action Item (November 17):** ED will send a meeting invite for the communication working group monthly meeting. **COMPLETED**

		member as he has assumed the role of future president of OBEC Agreed CWG will meet at a set time and date on the third Thursday of every month from 11:00-12:00. This precedes the regular OBEC meeting at 12:00-1:30 and is a good time to communicate up to date information to OBEC. Minutes will be taken by ED until CWG members become familiar with the process. A schedule of minute takers will be developed at the next teleconference. Inclusion of student members to be discussed at next meeting.	
	Strategic Plan	We will defer on discussing the strategic plan of this group until the larger group can come together at a future teleconference	
5.2.	**Ontario Branch News (OBN)**	Current editor JC will assist with transition. Discussion of platform for OBN. Currently, MS Publisher. Discussion of potential platform change. Open for discussion at a future date. JC discussed pros and cons of using MS publisher and provided some context to the previous platform.	**Action Item (November 17):** ED to request Google drive folder be created by OBEC president. Permissions shall be granted to all members and links provided **Action Item (November 17):** JC will distribute the Fall 2016 OBN to CWG for review **Action Item (November 17):** JC will upload the OBN template to Google drive **Action Item (November 17):** JC will upload the historical records of the OBN editor to the google drive **Action Item (November 17):** JC will hand off the data storage record of the historical record of the OBN editor to the

			branch historian at the face to face in February 2017 **Action Item (November 17):** JM and BK to review MS Publisher and familiarize with platform. JC to provide support if requested.
5.3.	**Website**	No updates	
5.4.	**Twitter**	No updates	
5.5.	**Facebook**	No updates	
5.6.	**LinkedIn**	No updates	
5.7.	**PHI Grand Rounds Seminar Series**	No updates	
5.8.	**YouTube**	No updates	
.	**Other Business**	**Discussion**	Action Item
5.11	**Posting To ListServ**	No items to post to listserve	
	Next Meetings		
6.1	**Teleconference**	OBEC Communications Working Group Teleconference 11:00 – 12:00 December 15, 2016: ED January 19, 2017: JM February 16, 2017: RB March 16, 2017: BK April 20, 2017: ED May 18, 2017: JM June 15, 2017: RB July 20, 2017: BK August 17, 2017: ED September 21, 2017: JM	
6.2	**Adjournment**	**Motion to adjourn:** **Seconded by**:	
6.3			