

Equity and Human Relations Advisory Committee  
Communications Ad Hoc Subcommittee  
Report for October 25, 2022

Communications Ad Hoc Subcommittee members are Samia Bano, Raven Bradley, Anissa Di Vincente and Rebecca Rona.

Members Samia Bano, Raven Bradley, and Rebecca Rona took part in this meeting. Anissa Di Vincente was not able to attend.

**Flyers announcing EHRAC public events**

Each subcommittee that creates a public event will now need to create its own flyer to announce that event. In order to assist subcommittees to announce their public events, this ad hoc subcommittee will select templates to provide to any subcommittee that requests them. Vice Chair Anissa Di Vincente, who was unable to attend this meeting, will work with the other members of the Communications Ad Hoc Subcommittee to evaluate templates that could be shared with subcommittee members for their use.

Member Samia Bano said that on occasion she would make a graphic artist who works for her available to assist other subcommittees.

Member Raven Bradley does some graphic design, and would volunteer to design flyers when this is wanted and permitted.

**A list of community organizations and their contact information**

Although there are already several other means by which EHRAC can “market” its programs, on occasion an EHRAC subcommittee may want to email local organizations or possibly even mail them something, such as a flyer.

At the recent ad hoc subcommittee meeting, members began to discuss methods by which to gather names of community organizations and their contact information.

Samia Bano offered to create a spreadsheet to record this information and since then has created it.

**Additional communications vehicles**

In the future, subcommittee members will discuss additional means by which EHRAC could communicate about its programs and other activities. These will be reported to the full committee for discussion.