

## COMMUNICATION TRACKING 2.16.17

	PROJECT	NOTES
<b>CATHY</b>	Blog Post, social media and partner emails showcasing new Report Card website	working with Alex on review drafts this week
	Salmon Communications	Calling watershed leads as part of GSRO agreement to bolster LE communications
	Email reminding folks (staff) to use structures we have in place and outlining comms team functions	
	PSAR Effectiveness fact sheet	For Jeff to use in PSAR packets
	Small cap PSAR factsheet	For Jeff to use in PSAR packets
	Legislative update	Weekly (but has fallen by the wayside; trying to get one out this week)
	Action Agenda communications plan	Areas of focus, Partner Summit
	Coordinated Funding Factsheet	Floodplains by Design, ESRP, PSAR
	TOP 3 Large Cap PSAR projects fact sheets	For Jeff to use in PSAR packets
	Social Media	Create campaign for I heart Estuaries; overarching social media plan needed as well
	Strategic Communication Plan	Draft in review
	Comprehensive fact sheet review	Get list from Jen and any notes she might have
	Comprehensive website content review	
	Baseline statistics on the website	Establishing measurement methodologies
	Refresh style guide and glossary	
	Eclips	Daily clips, weekly distribution
	Risk Management	what's up stream, JLARC, No Discharge Zone
	Reporter Requests	Current: Adiel Kaplan, Investigate West
	Bill tracking and analysis	Daily
	Legislative calendar	Weekly, Wednesday evening
	Legislative call in (staff and external)	Develop agenda, help facilitate call
	Bill status update	Weekly, Thursday morning
	Communication director check in with Gov office	Weekly, Friday afternoon, all comms directors
	NEP Story Map	Form up the team, come up with a plan, develop a draft for review

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<b>JON</b>	Vital Signs	Creating Prototype for review
	PSAR fact sheet	Create first draft of the PSAR effectiveness fact sheet
	Action Agenda	Planning future work
	MPOD poster	Waiting for the notes
	Ongoing web updates	Leg session, announcements
	Strategic Communication Plan	Collaborating with Cathy and Erika
	Comprehensive fact sheet review	get list from Jen Benn
	Comprehensive website content review	Setting up annual plan, get started!
	Baseline statistics on the website	Establishing measurement methodologies
	Strategic Plan	Updated per jen benn's request
	Sick Leave	Out next week for minor surgery
<b>ERIKA</b>	on boarding - biz cards and intranet	for Breyanna and Rick(?)
	org chart	update org chart and intranet reporting structure
	Social Media	Create campaign for I heart Estuaries
	TOP 3 PSAR projects fact sheets	layout following content from Cathy
	out tuesday the 21st	mid winter break
	Small cap PSAR factsheet	layout following content from Cathy
	Strategic Communication Plan	Draft in review
	Comprehensive fact sheet review	needed from Jen Benn
	Comprehensive website content review	work with Jon
	Intranet Migration	work with IT on this - not going swimmingly on their end. Patience, Miyagi.
	Social Science Advisory Committee for Leah	work with Jen Burke on a pdf form that merges with excel
	Intranet content update	mPOD notes, branding and style guide, reminder, dominique's profile, restaurant review, poll, etc.
	Covering for Jon while he's out	all the things jon does
	State of the Sound	create I rough integrated story for next meeting March 8
	Save the Date Martha Kongsgaard	send drafts for review