# Committee: Outreach (page 2 of 2)

**Chair: Lisa B.**

| Committee Goals |
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| **Outreach Email** |
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| **Revise and update the Outreach description in** |
| **the FSM; include subcommittees** |
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| **Revise and update the Outreach want ad on** |
| **the CoDA website; include subcommittees.** |
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| **Develop an email tracking system based on** |
| **the needs of Outreach and the Board** |
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| **Continue updating the meeting database to** |
| **identify inactive meetings, and verify contact** |
| **information for active meetings.** |
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**Conference 2011**
**bjectives for**

**Committee Action Plans**

**Work collaboratively through Google Docs & email to rewrite the descriptions and submit them to CSC 2012**

**Work collaboratively through Google Docs & email to rewrite the want ads; submit them to the web coordinator for posting.**

**Identify Outreach's needs. Develop a spreadsheet and implement its use once completed.**

**As inaccurate information is identified, send it to the update alias for action. Notify the web coordinator or the FSW when Outreach is given information about changes or closures.**