

# Outreach & Engagement Workgroup

## May Meeting Minutes

**Date:** May 21, 2026

**Time:** 1:15 PM

**Location / Platform:** Microsoft Teams

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### Establish In Person Quarterly Location

- June Meeting will take place in person at Riverbend Family Ministries, 144 E. Ferguson Ave. Wood River, IL 62095
  - Carson will bring button maker to June 18 meeting
  - Carrie offered Gateway Swansea a potential option to host future in-person meetings.
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### Goal: Social Media Protocol Development

- Lakendra gave Carson access to the Partnership Facebook page.
- Discussion surrounding creating Policies and Procedures related to Social Media management and access. Alyssa agreed to draft the document for discussion at the June meeting.
- Andrea will send out Alyssa's draft to the entire committee – emails should be directed to Andrea and Alyssa regarding any changes to be made before the June meeting.
- Currently, the Facebook page is tied to the Partnership email address, but the committee needs to figure out who has access and how to manage that.
- After Policies and Procedures are written, the committee will begin working on establishing a LinkedIn Page. Alyssa offered to help get that process going and assist managing it.

### Increasing Visibility & Community Engagement

- More discussion came about having a QR code to keep at events. The committee is going to start by creating the buttons.
  - Lakendra brought up that the Partnership had buttons made in the past by Toni Randal and that she still had about 10 or so. There was also a stand up flyer that was utilized at events.
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### Action Items & Next Steps

- Carson will purchase and bring button maker to June in person meeting.

- Alyssa will draft Policies & Procedures and send them out accordingly.
- Andrea will confirm meeting space with RFM and send out calendar invites.

**Next meeting:**

June 18, 2026, at 1:15 PM in-person at Riverbend Family Ministries.

144 E. Ferguson Ave., Wood River, IL 6209