

In attendance: Matthew McColl (SC Housing), Justin Hancock (PRT), Courtney Trammell (SCDOC), Karen Potter (TCTC), Janet Parenti (SC First Steps), Sarah Hopkins (MUSC), Julia Pearl (SCDVA), Allison Gallagher (MUSC), Jeff Slinker (MUSC), Danielle Lindley (DEW)

Key Discussion Points:

Reviewing Newsletter Layout and Current Submissions:

- Consensus on layout design. A photo was not taken of the full committee's first meeting, so we will capture one at the next meeting. We will reach out to the graphics team to see if anything can be created for the placeholder.
- Research Round-up and Success story: have submissions from EOC, TCTC, and SCDE

Needs for Article Creation/Submissions:

- Agency spotlight: collab piece for upcoming awareness campaigns
- Catch up on the CCWD: Danielle Lindley with DEW to provide updates
- Program/Initiative Highlight: Julia Pearl with SCDVA to send
- Op-Ed: Sarah Hopkins with MUSC to draft about WFD for the state
- Chairman's Corner and Battle-Bryant Blurb: DEW to source
- External Resource links: Midlands Tech Quick Jobs
- Call to Action: 10/1 5k for SCDVA, they will send a flyer
- Upcoming Events: PRT and MUSC have submitted

Meeting Cadence:

- Tentatively scheduled for the fourth Tuesday of every month at 1 PM.
- PRT: Could we hold this twice a quarter before the full CCWD meetings? One meeting would focus on creating a content outline for the upcoming quarter and identifying volunteers. The second meeting, scheduled for the week of the submission deadline, would be a check-in to review progress and identify what remains to be completed.

Action Items for Next Meeting 10/27 @ 1:

- Reviewing the analytics from the first newsletter
- Looking ahead to the next quarter and sourcing volunteers!
- Consensus for upcoming deadlines (December 7th is the next full CCWD meeting)