

Committee Quarterly Update & Quarterly Summary

Purpose

The Committee Quarterly Update provides a concise summary of committee progress during the reporting period. It communicates accomplishments, progress toward annual deliverables, risks, assistance requests, and priorities for the next quarter.

Unlike the Committee Deliverable Plan, which establishes what the committee intends to accomplish, the Committee Quarterly Update explains **what has changed** since the previous report.

This document is intended to support:

- Executive Committee oversight
- Lead Staff coordination
- Full CCWD updates
- Master Briefing Packet updates
- Executive Dashboard updates

Prepared By: Committee Coordinator

Reviewed By: OSD Liaison

Approved By: Committee Chair(s)

Due: Quarterly

Committee Quarterly Update (Blank Template)

Committee Information

Item	Response
Committee	Communications Committee
Committee Chair(s)	Justin Hancock
Committee Coordinator	Danielle Lindley
OSWD Liaison	Danielle Lindley
Reporting Period	Q1
Date Submitted	8/24/26

Executive Summary

The Communication Committee had its first meeting on August 5th, 2026! The committee decided on working groups, voted on annual deliverables, and began brainstorming the content for the upcoming Newsletter Launch and future social media collaboration. The first newsletter will go out on September 21st, the day of the CCWD full meeting. This will be a quarterly newsletter. A submission form was created to make it easy for organizations to share the great work they are doing and to highlight any programs or initiatives that are of benefit to those within the CCWD and the people they serve.

Committee Dashboard

Item	Status
Overall Committee Status	☐ Green ☐ Yellow ☐ Red
Committee Meetings Held	8/5 – full in-person, working meetings on 8/31 and 9/3. Next in-person meeting in December.
Attendance	27 members were in attendance. Please see the minutes for a full accounting of membership.
Deliverables On Track	Newsletter and Socials
Deliverables At Risk	None
Executive Decisions Needed	None at this time.

Major Accomplishments

Instructions: List the committee's most significant accomplishments.

- Held first meeting, agreed on deliverables, scheduled first working groups, and received the assignment of any proxies.

Organization Initiative Highlights

Instructions: Identify org.-led work that materially advanced the committee's work this quarter. The Deliverable plan listed initiatives that support or relate to the deliverable. This lists which of those or other initiatives significantly influenced or supported the committee's work during this reporting period. This section demonstrates committees are leveraging existing work, coordinating across agencies, building on existing investments, and reducing duplication.

Nothing at this time, this will be more robust during the next reporting period.

Risks / Barriers

Instructions: Describe significant risks affecting committee progress.

None at this time.

Assistance Requested

Executive Committee

None at this time

Other CCWD Committees

Share with us your program initiatives! We would love to highlight the work you are doing with your individual organizations AND within your committees.

Share the submission form within your organization for newsletter content.

Member Organizations / Lead Staff

Share with us your program initiatives, and share the submission form