**IMA Community Action Team (CAT)**

**Communication Domain Checklist and Agenda**

**April 14, 2016**

**3:00 p.m.**

**We will not meet, just call in at 605-562-0020, Meeting ID: 326-263-257.**

1. Prepare agenda for domain leaders.

2. Prepare agenda for IMA CAT Meeting.

3. Confirm guests and get their bio and picture.

4. Send out a slide reminding everyone of the IMA CAT Meeting.

5. Ask churches and other organizations to announce the upcoming meeting.

6. Prepare an agenda for the Communication Domain.

7. Send out newsflash by Thursday COB and attach bio, picture, agenda, etc.

8. Post everything on our FB page.

9. Confirm sponsor of the month – for April it is NAACP. For May it is Minnette Powell.

10. Ask KXCI to remind everyone about the meeting – POC is Sis. Shirley Moore.

11. Contact the media if it is a major event like the political forum that will be held in August.

12. Have a few copies of the minutes just in case someone asks.

13. Have some index cards and pencils for people to write down their questions.

14. Confirm with Traci Hockett and Terry Thomas that the Dunbar is available and ready.

15. I will meet with Debbi tomorrow to do a special piece on the IMA CAT on KLPX 96.1FM and it will air April 24, 2016 at 6:30 a.m.

16. Food – Arlene is having some health issues. I will make sure she or someone else is available for the 18th.

17. Who is calling the people from the master roster to remind them about the meeting?

18. Iris will make sure the sponsor of the month gets a letter thanking them for their contribution.

19. Donna Ligggins’ husband passed away so let’s keep her in prayer. Sis. Gregory isn’t doing well so let’s keep her in prayer as well.

20. 2016 List of Guests – we need to keep that updated because it keeps changing.

21. Arizona Informant – it would be good to make Bobby Burnes part of our domain.

22. Website – Felecia Jackson is helping Pastor Dixon. It stills needs to be updated.

23. Terry Thomas will send out an email blast to his distribution list.

24. Joe Jackson is on to take pictures.

25. Craig Harold is on to video tape the meeting.

26. Deacon and Sis. Dean will do the greeting. Deacon Dean will get the questions to me. Deacon Dean will also do a count of the attendees.

27. Master Membership Roster will be updated after each meeting.

28. Minutes will be sent out the following week with the newsflash.

29. Please keep Wynona and her mother (Dorothy Jones) in your prayers.

30. Minnette will be at the sign-in table and Carmen take will care of the information table.