**IMA Community Action Team (CAT)**

**Communication Domain Checklist and Agenda**

**May 12, 2016 - 3:00 p.m.**

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

1. Prepare the agenda for domain leaders on Friday at the TUL.

2. Prepare agenda for IMA CAT Meeting for Monday at the Dunbar Pavilion.

3. Guests have been confirmed and bios sent out. Who will greet them?

4. I will send out a slide reminding everyone of the IMA CAT Meeting.

5. Let’s ask churches and other organizations to announce the meeting.

6. Send out newsflash by Thursday COB with all the necessary attachments and flyers.

8. Post everything we need to post on our FB page.

9. Sponsor for May is Minnette Powell on behalf of the Erik Hite Foundation.

10. KXCI usually reminds everyone about the meeting. POC is Traci Hockett.

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

12. Have a few copies of the agenda/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 or Terry Thomas that the Dunbar is available and ready.

15. Debbi Embry will have a finance report from the MLK Committee to the meeting.

16. Food – Arlene Morgan will take care of the food.

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

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

19. 2016 List of Guests – domain leaders need to review and update it.

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

21. Website – Felecia Jackson is now in charge. It stills needs to be updated.

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

23. Joe Jackson is on to take pictures and Craig Harold is on to video tape the meeting.

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

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

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

27. Minnette will be at the sign-in table and Carmen will be at the information table.