



Communications Committee Meeting

Monday, June 29, 2026

6:30 PM @[Zoom](#)

~~~ Virtual ~~~



All attendees are invited to participate in discussions at HAND Communications Committee meetings. To join the HAND listserv to receive information about HAND meetings and general announcements, sign up with the QR code. For questions, please reach out to [communications@handpdx.org](mailto:communications@handpdx.org).

## Tentative Agenda for First Meeting - subject to change, with notice.

- |                                                                                |        |
|--------------------------------------------------------------------------------|--------|
| 1. Introductions                                                               | 3 mins |
| 2. Discuss Committee Goals and Charter                                         | 15 min |
| a. <a href="#">Template Doc</a> - make sure we document processes here as well |        |
| 3. New <a href="#">print materials</a> for HAND Meeting                        | 15 min |
| 4. Email templates for HAND announcements (standardization)                    | 15 min |
| 5. Update Website                                                              |        |
| a. Volunteers to help                                                          |        |
| b. Redesign (model after other NA sites?)                                      |        |
| 6. Newsletter (email/substack)                                                 | 15 min |
| a. Volunteers to help                                                          |        |
| b. Design                                                                      |        |
| c. Cadence                                                                     |        |
| d. Topics                                                                      |        |
| 7. Social Media (IG/FB/NextDoor/etc)                                           | 15 min |
| a. Volunteers to help (provide access to accounts to manage posting)           |        |
| b. Posting Requirements                                                        |        |
| 8. Next meeting (duration and ongoing frequency)                               | 10 min |
| 9. Feedback                                                                    | 10 min |

## COMING MEETINGS and EVENTS:

*The public is invited and welcome to attend and participate in all HAND meetings and events*

HOSFORD-ABERNETHY NEIGHBORHOOD DISTRICT

Alicia Garcia, Communications Chair | [www.handpdx.org](http://www.handpdx.org) | [communications@handpdx.org](mailto:communications@handpdx.org)



# Communications Committee Meeting

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## HAND Meeting Ground Rules

**We're all neighbors, and we all want what's best for the neighborhood.**

- We are having a public discussion, not a debate. The purpose is *not* to win an argument, but to hear many points of view and explore various options and solutions.
- Everyone is encouraged to participate. You may be asked to share what you think, or we may ask for comments from those who haven't spoken. It is always OK to "pass" when you are asked to share a comment.
- No one or two individuals should dominate a discussion. If you have already voiced your ideas, let others have an opportunity. When you speak, be brief and to the point.
- When you speak, state your name and, if you feel comfortable, where you live. In a public meeting, it is helpful to know who is speaking as well as where they live in the community.
- One person speaks at a time. Refrain from side conversations. Pay attention to the person speaking. If you think you will forget an idea that comes to mind, write it down.
- Listen to and respect other points of view.
- Do your best to understand the pros and cons of every option, not just those you prefer. Be as objective and fair-minded as you can be.
- Seek first to understand, not to be understood. Ask questions to seek clarification when you don't understand the meaning of someone's comments.

Adapted from

<https://extension.umn.edu/public-engagement-strategies/setting-ground-rules-productive-discussions>

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