

December 2020 – IEFA Public Relations Sub committee Report

Kelley A. 909-213-0755 PR Chair

Email: IEFANAKA@gmail.com

Commitments

Chair – Kelley A.

Vice-Chair- OPEN

Requirements:

- One year continuous clean time
- Assume the role of any absent members or of positions that need to be filled
- Responsible for storing literature of PR committee
- Works with PR ad hoc subcommittee's to organize PR activities

Secretary- OPEN

Requirements:

- One year continuous clean time
- Record minutes for PR committee meetings
- Types and distributes minutes to committee members
- Contacts PR members and confirms place and time of meetings

PACT- OPEN (Stand in as PACT chair Mike M.)

Requirements:

- Two years continuous clean time
- Give report (written and oral) at PR meetings
- Make sure booth positions are filled
- Maintains open communication with parole and probation officers involved in PACT program
- Can contact Mike M. for more details at 909-435-5342

Phone Line Coordinator- OPEN

Requirements:

- Two years continuous clean time
- Has a computer and willingness to learn freedomvoice.com program
- Assures phone lines are being answered by maintaining schedule and making sure that time slots are covered when volunteers are unavailable
- Keep and communicate passwords and emails associated with phone system with chair and vice-chair of PR
- Establish and trains phone line volunteers
- Has quarterly meeting with phone line volunteers
- Deals with chair of PR to resolve all and any phone line issues

Community Relations Coordinator- OPEN

Requirements:

- Two years continuous clean time
- Attends all local service work shops
- Give report (written and oral) at PR meetings on status of Community Relation which is the what, where, who, when, and how we can help.

- Establish and maintain outreach to our community efforts approved by subcommittee
- Maintain professional manner and appearance when dealing with the public while representing NA

Budget

Will need reimbursement for copies of directories and phone line fees.

Copies--\$ 118.53

Phone lines: First month cost for transfer paid November 2nd, 2020 \$ 49.06

Second month paid December 3rd, 2020 \$ 8.45

Total for phone lines: \$ 57.51

Total reimbursement for both copies and phone lines \$ 188.53

Money on hand: \$1834.45 - \$ 246.04 = \$1588.41

Phone Lines

We were present at the Regional Meeting of Phone lines and currently take calls for region Sunday thru Monday on phone lines

Calls received: 81 Calls missed: 4

We need volunteers to take calls....

6 Months clean attend training on zoom and be able to direct people to meeting.

Monthly fee is \$ 8.45

Check to see if treasure got information send over to freedomvoice.com for billing.

Community Relations

Mike H. was able to get Drug court and Pride programs a bundle of directories.

Alice B. and Kelley A. are reaching out to various places to distribute newest directories. PLEASE come help us establish a list of facilities to reach out to...

Next meeting is on January 11, 2020 at 7:00P.M. It will be held on Zoom code is 291-502-7056 password 987654.

Public Relations is in the process of rebuilding please let all members know we could use help. We are currently looking to design posters so all you artiest out there please call me we need your help. We appreciate everyone that has been attending and helping out you all are amazing and thank you.

Also we were present for Regional Meeting for Public Relations in which Patti gave the information during her awesome report.

Virtual Meetings Coordinator Paul F will give report.

Thank you for letting me be of service, and have a awesome month y'all.