**National Association**

**for Court Management *Strengthening Court Professionals***

Social Media Subcommittee

**June 1, 2023 @ 4:00 p.m. ET**

Working Group Chair (Temp.): Natalie Williams

**Join from your computer, tablet, or smartphone: Zoom Social Media Subcommittee Meeting** <https://us06web.zoom.us/j/7103875466?pwd=RUplcUdyT0IreEdKalhCNWFiQTgwdz09> **or Dial in: Find your local number Meeting ID: 710 387 5466  
Passcode: 021675**

1. Approval of the May 18, 2023 Minutes
2. Action Item Review
   1. Update on upcoming events, webinars, community outreach/volunteer opportunities
      1. List of recognition events for the year- Final review needed
   2. Submission of Buffer/Canva pricing to Communication Chairs (Approval Update?)
   3. Status update of Hyperlink for social media icons on signature block, emails, court leader, etc. (Erin)
   4. “In the News” survey status update (Roger and Erin)
   5. Social Media guideline and formatting suggestions and discussion
   6. Annual conference social media blasts
   7. Annual conference Communications table regarding social media role and responsibilities
3. Social Media Analytics Updates
   1. Facebook
   2. Instagram
   3. Twitter
   4. LinkedIn
   5. Buffer Impact on analytics
4. Social Media Subcommittee positions needed:
   1. Chair/Co-Chairs (still in need)
   2. Secretary: Whitney Freese
   3. Social Media Coordinator(s) -Natalie and Rachel
      1. Updates regarding:
         * Content for June
         * Consistent design format/branding for conferences, monthly reoccurring series, etc.
5. Instagram: (still in need)
6. Facebook: Lillian Triplett
7. Twitter: Kim Alvarado
8. LinkedIn: Kim Alvarado
9. Open discussion

**Future Meeting dates:**

July (TBD)

**Thank you for your time.**

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