



January 2021 Activity Report for Forest City Outdoor Towns Program

- Conducted first Action Team meeting (Jan. 14, conducted on Zoom) to review the program, timetable, and compile inventories on outdoor recreation assets, partners, and resources.
- Set up shared Google Drive for Action Team and invited members to join so they can populate and edit documents.
- Developed PowerPoint for Jan. 14 Outdoor Towns Action Team meeting
- Posted additional documents on shared Google drive including the Outdoor Towns Toolkit, a calendar for the Action Team, an inventory of outdoor places, a list of potential partners, a list of plans for review, agenda and notes from Jan. Action Team meeting and presentation from Jan. meeting.
- Provided recap notes of Action Team meeting to team leader, Erin Debish for her review and then posted them to Google Drive.
- Debrief phone call with Erin Debish about Action Team meeting
- Initiated Communication Plan activities:
 - ✓ Outreach to committee members.
 - ✓ Developed Communication Plan worksheet to capture information to develop a FC Communication Plan.
 - ✓ Conference call to FC Communication Committee members to discuss worksheet.
 - ✓ Populated the Communication Plan to provide examples of content.
- Provided copy and graphics to Sharon Vannon for website
- Sent an introductory email to Erin Debish and Christine Tocki-Mulvey, Action Team leader in Carbondale to foster collaboration.