2020 Mental Health Awareness Month Planning Committee

**Meeting Schedule**

December 2019 – June 2020

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| **Date/Time** | **In-Person Location** | **Conference Line** | **Meeting Focus** | **Member Action Item**  (Due Next Meeting) |
| **Thu, 12/12/2019**  **10:30am-12:00pm** | **Millbrae Library – Rm B, 1 Library Avenue, Millbrae CA 94030** | **TBD** | **Introduction/Theme**  **Programming** | 1. **Reserve event date/time/location/topic** |
| **Thu, 1/9/2020**  **10:30am-12:00pm** | **Millbrae Library – Rm B, 1 Library Avenue, Millbrae CA 94030** | **TBD** | **Programming**  **Communication/Media Plan** | 1. **Confirm event presenters/speakers** 2. **Identify media contacts/interviewees** |
| **Thu, 2/13/2020**  **10:30am-12:00pm** | **Millbrae Library – Rm B, 1 Library Avenue, Millbrae CA 94030** | **TBD** | **Communication/Media Plan**  **Evaluation** | 1. **Send feedback for evaluation** 2. **Distribute mini-grant application** |
| **Thu, 3/12/2020**  **10:30am-12:00pm** | **Millbrae Library – Rm B, 1 Library Avenue, Millbrae CA 94030** | **TBD** | **Communication/Media Plan**  **Evaluation** | 1. **Send feedback for calendar of events** 2. **Identify media contacts/interviewees** |
| **Thu, 4/9/2020**  **10:30am-12:00pm** | **Millbrae Library – Rm B, 1 Library Avenue, Millbrae CA 94030** | **TBD** | **Communication/Media Plan**  **Outreach** | 1. **Outreach for proclamation and events** |
| **Tue, April 2020**  **9am**  (Exact Date TBD) | **400 County Center,**  **Redwood City, CA 94063** | **Can** [**Livestream Board of Supervisors Meeting**](https://sanmateocounty.legistar.com/Calendar.aspx) | **Proclamation**  **Outreach** | 1. **Outreach for events** |
| **Thu, 6/4/2020**  **10:30am-12:00pm** | **Millbrae Library – Rm B, 1 Library Avenue, Millbrae CA 94030** | **TBD** | **Debrief**  **Recognition** | 1. **Complete survey** |

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