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**
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| **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**
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| **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**
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| **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**
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| **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**
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| **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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******Questions or suggestions?**
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