

Mid-Ohio Regional Planning Commission

*Remote Meeting*

Data Coaches Working Group  
Meeting Notes

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February 20, 2025, 1:30 pm

Members Present

Karen Hines, Illuminology  
Andrew Wilson, City of Hilliard

Staff Present

Dave Dixon  
Lynn Kaufman

**Listserv Status and Management**

Dave Dixon reported that since the launch of the two listservs at Data Day on February 5, 22 people signed up for the lists. A welcome email should be drafted reflecting the sign-up confirmation and instructions on how to use the group email. Member Hines volunteered to draft the welcome email by early the week of February 24, 2025.

Members discussed ensuring compliance with the CAN-SPAM Act for easy opt-out options, potentially using a support ticket system for opt-outs.

MORPC staff will create Office 365 accounts for the new listserv members, pairing account creation with sending the welcome email to ensure new members receive instructions immediately upon joining. Staff and Members discussed potential issues with non-group members emailing the group and the need to clarify permissions.

Member Wilson volunteered to promote the Working Group and the listservs at RIDG and COGUG meetings. He proposed using QR codes for easy sign-up at these events.

Members and staff discussed the need to gather or create content for group communication to keep the listserv members engaged.

**Upcoming Events and Pop-up Meetings**

The Working Group discussed the scheduling and planning of pop-up events to maintain community engagement. Member Wilson suggested alternatives to the Columbus Library due to accessibility concerns, with a focus on finding venues with easy parking. The Group agreed to plan the next pop-up meeting at Parsons Branch Library with adequate parking, aiming for a date that aligns with Member availability. Member Wilson will coordinate the venue and details for the next pop-up event.

**Adjournment**