

NYS Reparations Coalition Communications Infrastructure Recommendations

From [Ken Granderson](#)

Goal:

- Ensure Committee Members and Participants can communicate efficiently and in a highly organized manner.

Critical Success Factors:

- Ease of Use
- Broad Availability Across Devices
- Free / Low Cost Tools
- Use Mature, Reliable Services
- Use the Best Tools for Different Jobs
- Ensure that Participants can arrive at any point in the timeline and easily get caught up
- Maximize Efficiency by fully supporting asynchronous activity and document sharing as well as meetings

Recommended Tools:

Central Communication Platform:

Slack:

Has very capable Free Plan

Ideal for real-time messaging, file sharing, and integrating other tools.

Create different channels for each committee and common channels for announcements and general discussions.

Available on desktops, smartphones and tablets

Document Sharing and Collaboration:

Google Drive

Offers collaborative editing for documents, spreadsheets, and presentations. Useful for drafting reports, sharing resources, and keeping track of tasks.

Project Management and Task Tracking

Trello (Maybe / Maybe Not, Primarily for Committee Chairs)

A user-friendly tool for managing tasks and projects. Each committee can have its board with lists and cards to track progress.

Integrates with Google Workspace

Video Conferencing:

Zoom

Reliable for large meetings and has breakout room features useful for splitting into smaller group discussions.

Pros:

More familiar to wider audience

May have more admin controls (possibly only relevant for public meetings, not internal)

Cons:

Requires software installation and updates

Unsure of costs / tier limitations

Google Meet

Easily integrates with Google Calendar and Drive, making it convenient for scheduling and document access during meetings.

Pros

Comes with Google Workspace so probably less expensive than Zoom

Works in web browsers - requires zero additional software

Google Workspace's \$6/mo plan comes with 100 member meetings, may not have time limit

Automatically scheduled in Workspace Meeting Requests

Cons

Less familiar to the public than Zoom

Calendar and Scheduling:

Google Calendar

Useful for scheduling meetings, deadlines, and reminders. Can be shared among all members.

File Backup and Security:

Handled by G-Suite

Collaborative Research and Note-Taking:

Otter.ai or other meeting recorders

Can be saved in Google Drive Folder (size of video files may be a reason to consider Business Standard \$12/mo Plan)

Feedback and Surveys:

Google Forms

Useful for collecting feedback, opinions, and data from members.

Integrated into Google Workspace

Email Communication:

Mailchimp

For sending out newsletters or large-scale communications to all members or specific committees.

Need to research costs

Website for Public Engagement:

Register Custom Domain

If not already done

Use WordPress

Simple theme / template / plugin-based website to inform the public about the commission's work, progress, and findings.

Website Outline:

Home Page

Overview

Brief introduction to the Reparations Coalition, its mission, and objectives.

Latest News/Updates

Highlight recent developments, upcoming events, or key milestones.

Quick Links

Direct links to important sections of the site (e.g., About, Contact, Resources).

About Us

Mission Statement

Clarify the goals and intentions of the coalition.

History

Brief history of the Reparations movement in New York State.

Team Members

Profiles of key committee members and staff.

Partners and Supporters

Information about partnering organizations and supporters.

Our Work

Committees

Detailed information about the seven committees, their focus areas, and current projects.

Research and Publications

Access to research papers, reports, and findings.

Progress Updates

Regular updates on the work and achievements of the coalition.

Resources

Educational Materials

Articles, infographics, and other materials to educate the public about the history and importance of Reparations.

Legal and Policy Documents

Access to relevant legal documents, policy proposals, and legislative texts.

Media Gallery

Collection of photos, videos, and media coverage related to the coalition's activities.

Get Involved

Volunteer Opportunities

Information on how to get involved with the coalition's work.

Events Calendar

Schedule of upcoming meetings, public forums, and events.

Donations

Information on how to financially support the coalition's work.

News and Media

Press Releases

Official statements and news releases from the Coalition.

In the Media

Curated news articles and media appearances.

Social Media

Links to social media feeds with regularly updated insights, stories, and updates from team members.

Contact Us

Contact Information

Phone numbers, email addresses, and physical address.

Social Media Links

Links to the Coalition's social media profiles.

Feedback Form

A form for visitors to leave feedback or ask questions.

FAQ

Frequently Asked Questions

Answers to common questions about the Coalition, its mission, and Reparations in general.

Accessibility

Accessibility Features

Options for font size, contrast, and other accessibility needs.

Legal

Privacy Policy

Details about user data handling and privacy.

Terms of Use

Legal considerations for using the website and its content.