

# 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.