

## Staff Council Ad Hoc Committee Minutes



**Committee Name:** Communications Sub-Committee on Faculty-Staff Club Brown Bag Series

**Meeting Date and Place:** 1/09/2014, Faculty/Staff Club

**Members and Guests Present:** Kathy Meadows Pam Castaldi, Lisa Walden, Marie Ann McGhee, Marcos Abeyta, Mark Reynolds,

**Absent:**

**Minutes submitted by:** Pam Castaldi

	Subject	Notes	Follow-Up
1	<b>Template for flyer design</b>	Need template asap	Amanda is working on this
2	<b>Event # 1: January Wellness</b>	<ul style="list-style-type: none"> <li>• Kathy has talked to speaker (Tracy). She wants to name event Pillars of Wellness but group thinks we need better name.</li> <li>• Need to be exercise component</li> <li>• Kathy will promote on 1/21 and 1/28 via newsletter.</li> </ul>	<ul style="list-style-type: none"> <li>• Kathy will get new name, description, bio and check on tech needs.</li> <li>• Amanda will make sure we have enough space.</li> </ul>
3	<b>Discussed need for process</b>	<p>Group decided there needed to be a formal process for planning and promoting events.</p> <ul style="list-style-type: none"> <li>• All promotional materials need to be ready for template by 1<sup>st</sup> day of event month.</li> <li>• Kathy will promote 2 Tuesdays before event via newsletter.</li> <li>• We will have a link on SC homepage to info page on BB events.</li> <li>• Info page will list years' topics, dates, and info as we get it in, food details, detailed info on event and speaker, contact info, flyer</li> <li>• Still need to having planning list for all tasks and materials.</li> </ul>	Pam will create draft checklist for committee review.
4	<b>Post-event evaluation</b>	<ul style="list-style-type: none"> <li>• Discussed need for post-event survey. Questions about food choices, topics, etc.</li> <li>• Amanda offered to give our free lunch as incentive for answering survey.</li> </ul>	Pam will draft evaluation questions for next meeting.
5	<b>Event #2: February Depression</b>	Speaker Vanessa Hayes-Porter (CARS). Pam is working with VHP on snazzy title, description and resource list. So far no tech needed.	
4	<b>Event 3: March Women in Sports</b>		Marcos will update at next meeting
5	<b>Event 4: April Social Media</b>	In progress	Kathy will update

<b>6</b>	<b>Dr. Nickel swap</b>	July for August or May	Pending feedback
<b>7</b>	<b>Next meeting</b>	Jan 17, 2014 at 3:00	Faculty Club

## Brown Bag Sub-Committee Roster, 2014-15

<b>Name</b>	<b>Department</b>	<b>Phone</b>	<b>email</b>
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