



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday, February 23, 3-4 pm, University Club

Members Present: John Byram, Josh Clifford, Ray Mitchell, Lisa Tremaine, Lisa Walden

Members Excused: Lukas Cash, Susy Salvo

Members Absent: n/a

Guests Present: n/a

Minutes submitted by: Josh Clifford

	Subject	Notes	Follow-Up
1	Approve Agenda		>Approved
2	Approve Minutes (from 2/2/17)		>Approved
3	Councilor Communications Survey	Follow up discussion on presentation Josh gave on 2/2 for committee and was supposed to give on 2/21 at the business meeting	>Josh and Lisa W to meet with Exec to discuss town hall (3/7 or 3/14) >Josh to follow up about Facebook calendar >Planning moving ENews to Mail Chimp after website update
4	SCCM design work	Lisa spoke to council at the 2/21 business meeting, but we might see if there is anyone other than Lisa and Josh who can assist	>Lisa T can help during busy season (after mid-March)
5	Robert's Rules Sessions	No one was able to attend last meeting; will anyone be able to attend this 3/2 meeting? Lisa will send out flyer again early next week to all councilors.	>John, Josh, Lisa W are planning on attending next one >Lisa W will double check with Adam on last session attendance and verify 3/2 still good
6	Social Media Guidelines	Review John's draft	>Draft looking great. Discussed and planning on reviewing when meeting with Exec
7	Flyer Templates	Update from Lisa T.	>Josh/Lisa W will send specific project later next month to provide content to build on
8	Website	Any determinations or work to be done for website	>Josh to research calendar feed and online feedback form >Also planning aesthetic update with Facebook feed addition. To complete by end of April.
9	SC event banner	Lisa to report	>Lisa W priced items and updated C&M and Events on general concept >Lisa T & Lisa W to collaborate on design before full C&M review
10	Brochure	Revamped format based on councilor chairs meeting now requested; need to get a design and quote	>Business card concept will be designed and printed after website update.
	Next Meeting	The next meeting will be March 23, 3-4pm at the University Club	Meeting adjourned at 4pm