



# Staff Council Standing Committee Minutes

**Committee Name:** Communications & Marketing

**Meeting Date and Place:** Thursday, April 26, 2018 from 3-4pm @ the University Club

**Members Present:** Lisa Walden, Lisa Tremaine, Erica Grong, Ray Mitchell, Brian Vineyard

**Members Excused:** Patrick Newman, Tracy Wenzl

**Members Absent:** Brad Beck, Cameron Goble

**Guests Present:** Adam Hathaway, Victor Tovar, Jannelle Trujillo, Adam Hathaway, Felicia Cedillos

**Minutes submitted by:** Lisa Walden

	<b>Subject</b>	<b>Notes</b>	<b>Follow-Up</b>
<b>1</b>	Approve Agenda	Approved	
<b>2</b>	Approve Minutes (from 3/22/2018)	Approved	
<b>3</b>	Robert's Rules	Reviewed ideas from last meeting including Cameron working on a structured content/video based on what Adam has already recorded for City of ABQ; Discussed idea of Parliamentary "Summer Session" for Adam to lead a once weekly, hour long parliamentary class beginning first full week of June	Lisa to reserve room in Hokona with Amy; Adam to set curriculum; Lisa to check w/Cameron
<b>4</b>	Communications Plan	Lisa still to revise; timeline to hopefully present for adoption at July meeting	Lisa to revise
<b>5</b>	Highlighting staff/National Custodial Staff Day	Guests Victor Tovar & Jannelle Trujillo of PPD Custodial attended. Victor would like to get his supervisor's input on the ideas discussed for a one day recognition event on Oct 2 with several tables set up across PPD work areas; reviewed times for custodial staff (4am to 12:30pm); has already spoken to several vendors to get donations; catering rather than potluck-style; Victor will attend next meeting to continue to solidify the event	Victor to speak with supervisor regarding one-day event and attend next meeting
<b>6</b>	Next Meeting	The next meeting will be Thursday, April 26, 2018 from 3-4 pm @ the University Club	Meeting adjourned 4:13 pm