



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday, January 25, 2018 from 3-4pm @ the University Club

Members Present: Lukas Cash, Patrick Newman, Brian Vineyard, Lisa Walden, Tracy Wenzl

Members Excused: Ray Mitchell, Lisa Tremaine

Members Absent: Erica Grong

Guests Present:

Minutes submitted by: Lisa Walden

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved	
2	Approve Minutes (from 10/26/17)	Approved	
3	Robert's Rules Sessions	Discussion about Parliamentarian Adam Hathaway creating videos for councilors on Robert's Rules essentials	Tracy to speak with Adam about details
4	Website	Need to set meeting with Patrick, Lisa and Amy (Lukas too as backup) and then set meeting with Matt Carter as well to reopen ticket and reassign roles	Lisa to email Matt C re: meeting, CC: Amy and Patrick
5	New Logo	Discussion on written graphic standards and procedures, to be included in Communications Plan	Included in item #6
6	Communications Plan	Lukas and Brian have drafted a plan, which includes graphic standards, social media and listserv guidance.	All committee members are to review and send electronic revision suggestions on document to listserv by February 16
7	Social Media Guidelines		Included in item #6
8	Committee Members	Tracy Wenzl joined the committee	
9	New Business	Discussion about using social media to highlight staff across campuses	Brian to contact Brad Beck re: first steps, invite him to next meeting
10	Next Meeting	The next meeting will be Thursday, February 22, 2018 from 3-4 pm @ the University Club	Meeting adjourned 4 pm