



# Staff Council Standing Committee Minutes

**Committee Name:** Communications & Marketing

**Meeting Date and Place:** Thursday, March 28, 2019 from 3-4pm @ SC Conference Room

**Members Present:** Ray Mitchell, Brian Vineyard, Tracy Wenzl, Lisa Walden

**Members Excused:** Autumn Collins, Erica Grong

**Members Absent:** Brad Beck

**Guests Present:** Amy Hawkins

**Minutes submitted by:** Tracy Wenzl

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved as amended	
2	Approve Minutes (from 3/7/2019)	Approved	
3	eNews Mailchimp proposal	Reviewed sample with Amy Hawkins, SC Administrator. She likes the idea.	Amy to set up an account and play around with MailChimp, let committee know how it goes (done)
4	Communications Plan	Committee reviewed and split up editing work	ACTION ITEM: Lisa to revise pg 2 (goals, objectives, etc) (done) ACTION ITEM: Tracy to revise and re-arrange document, incorporating addendums into main plan (done) ACTION ITEM: Tracy to check with Exec on who should have access to social media accounts (done)
5	New Councilor Orientation	Discussed involvement with Amy, came up with idea for Powerpoint and fact sheet based off larger communications plan. NCO tentatively planned for Tuesday, April 30.	ACTION ITEM: Lisa to send icebreaker activity card pack to Amy ACTION ITEM: Brian to develop fact sheet/quick tips based on revised comms plan (done) ACTION ITEM: Tracy and Lisa to develop PPT building on Brian's work
6	New Business	Amy notified the committee that the New Councilor Handbook was being revised and would be sent to C&M after Exec review	
7	Next Meeting	The next meeting will be April 25, 2019 from 3-4 pm @ University Club	Meeting adjourned 3:51 pm