



# Staff Council Standing Committee Minutes

**Committee Name:** Communications & Marketing

**Meeting Date and Place:** Thursday, April 25, 2019 from 3-4pm @ SC Conference Room

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

**Members Excused:** Brad Beck, Autumn Collins, Erica Grong, Ray Mitchell,

**Members Absent:**

**Guests Present:**

**Minutes submitted by:** Tracy Wenzl

	<b>Subject</b>	<b>Notes</b>	<b>Follow-Up</b>
<b>1</b>	Approve Agenda	Approved as amended	
<b>2</b>	Approve Minutes (from 3/28/2019)	Approved	
<b>3</b>	Communications Plan	Approved at April SC meeting	ACTION ITEM: Tracy to PDF and add to SC website (done)
<b>4</b>	New Councilor Handbook	Approved at April SC meeting	
<b>5</b>	New Councilor Orientation	<ol style="list-style-type: none"> <li>1. Approved Brian's Quick Reference Guide</li> <li>2. Discussed Powerpoint and plan for the day</li> </ol>	<p>ACTION ITEM: Tracy to delete comma on Quick Guide and add to website (Done)</p> <p>ACTION ITEM: Lisa and Tracy to present on 4/30</p>
<b>6</b>	eNews Mailchimp proposal	Discussed need for paid plan due to size of listserv (anticipated \$10/month)	ACTION ITEM: Tracy to complete Funding Request Form & take to Exec
<b>7</b>	New Business	None	
<b>8</b>	Next Meeting	The next meeting will be May 23, 2019 from 3-4 pm @ University Club	Meeting adjourned 3:43 pm