



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday, October 24, 2019 from 3-4pm @ University Club

Members Present: Autumn Collins, Mark Reynolds, Azura Tallant, Tracy Wenzl

Members Excused: Brian Vineyard

Members Absent: Brad Beck

Guests Present: Nancy Shane, Theresa Sherman

Minutes submitted by: Tracy Wenzl

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved	
2	Approve Minutes (from 8/29/2019)	Approved	
3	Unfinished Business: annual calendar of events	Discussed draft, updated events and added responsible committee column.	ACTION ITEM: Tracy to update and send out, talk to Amy about budget for graphic designer
4	New Business: Communicating with Constituents event	Discussed event and vision for it. After discussion, Nancy Shane accepted committee's request to postpone communication event to give enough time to prepare for it. Plans to hold it in March with C&M participation.	ACTION ITEM: Nancy to attend January C&M meeting for further planning
5	Discuss changing meeting day/time	After discussion, committee will hold Nov/Dec meeting on 12/12 at the usual time and place. Will continue with 4 th Thursdays at 3pm in 2020.	
6	New members	Theresa Sherman has joined the committee	
7	Next Meeting	The next meeting will be DECEMBER 12, 2019 from 3-4 pm @ University Club	Meeting adjourned 3:56 pm