



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thu, August 17, 3-4 pm, University Club

Members Present: Lisa Walden, Josh Clifford, John Byram, Lukas Cash, Ray Mitchell

Members Excused: Susy Salvo, Lisa Tremaine

Members Absent: Catherine Rivera

Guests Present:

Minutes submitted by: Lisa Walden

	Subject	Notes	Follow-Up
1	Approve Agenda	Agenda approved	
2	Approve Minutes	Minutes approved	
3	Councilor Communications Survey	John suggested adding links to social media and suggested a sister survey where we poll the staff and ask how they would like to communicate with their councilors as well	Josh will adjust current survey with suggestions and create sister survey for committee to review
4	Getting things done flowcharts	Will not send to councilors for feedback but will make some adjustments based on some suggested wording changes; Lisa T. wants to make it pretty; once completed send to Kathy for approval	Josh will make adjustments based on suggestions and will send to Lisa T. to rework; Lisa and Josh will send to Kathy once committee has approved all changes
5	Robert's Rules sessions	Lisa did discuss role-playing with Adam as suggested by poll; John suggested from other discussions he has been involved with, that the subject matter for each date is clear as councilors are not sure if it is all the same session or what will be covered	Lisa spoke with Adam and is getting a lesson plan and will send out email to all councilors including titles and descriptions of each session along with flyer on 9/6/16
6	SC Brochure	Reviewed meeting with Exec and Engagement committee; SCCM will be the sole creator of the SC Marketing Brochure; will work on in October for November completion	Committee will review at next meeting and create timeline
7	Social Media Guidelines	Lisa turned the reigns over to Lukas and John B and needs to resend all the pertinent info for them to create a generic SC Guidelines to Social Media	Lisa to send info from UCAM to Lukas and John B
8	Website Procedures	Josh has outlined website workgroup procedures and suggests setting up Cascade training with UCAM in October	Josh will work with Kathy to set up training with UCAM in October
	Next Meeting	The next meeting will be Thu, Sept 15, 3-4 pm, University Club	Meeting adjourned 4:00pm

