## Staff Council Standing Committee Minutes

**Committee Name:** Communications & Marketing  
**Meeting Date and Place:** Thursday, June 23, 2016 from 3-4pm @ the University Club  
**Members Present:** Josh Clifford, Lisa Walden, John Byram, Lukas Cash, Ray Mitchell, Lisa Tremaine  
**Members Excused:** Suzy Salvo, Catherine Rivera  
**Minutes submitted by:** Josh Clifford

<table>
<thead>
<tr>
<th>Subject</th>
<th>Notes</th>
<th>Follow-Up</th>
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<tbody>
<tr>
<td>1</td>
<td>Approve Agenda</td>
<td>Any new items introduced to be discussed</td>
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<td>2</td>
<td>Approve Minutes from 5/19/16</td>
<td>Approve and discuss minutes from last meeting</td>
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<td>3</td>
<td>Member update</td>
<td>Welcome to new members Lukas and Ray; Marjorie resigned</td>
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| 4 | Work Groups | Update on “how to” procedures for website; any new leads for website or graphics work groups? Anyone want to do Ice Cream Social flyer? | >Josh to start drafting, aiming for draft by July C&M meeting  
>Lucas is cascade trained and is happy to assist the work group  
>Planning for August web workgroup relaunch, including Cascade training  
>Lisa T. will do Ice Cream Social flyer (aiming for Wed.) |
| 5 | Social Media Guidelines | Requested by SC President on 4/19/16; Lisa W. and John are the subcommittee on this. Update on status. | >John and Lisa met with Kathy, Lisa to do write-up (aiming for Wed.), which will then be vetted through Exec and ratified by Council  
>Conversation had on admin rights, posting pictures, and potential general guidelines for people. John will talk with Exec to get their input. |
| 6 | Communication Standards Initiative | Robert’s Rules initiative started – next steps; discuss councilor toolkit possibly to be presented at July SC meeting; any other forms/procedures/initiatives to be started at this time? | >Books have arrived and been given to Kathy to mail along with letter  
>Toolkit presentation for July meeting, Josh will look up Jodi’s info for HSCS, flowchart to be included; Lisa & Josh will work on to present to SCCM asap |
| 7 | Google Docs | Update/set timeline for cleaning up Google Docs; any other updates to the website at this time? | >Committee will continue to utilize email for review for now. |
| 8 | Templates | Update from Lisa T. | >Been working in Word, will make sure templates match branding.  
>May have first ready next month. |
| 9 | Engagement Committee | Update from Suzy regarding any collaborative efforts needed. | >Tabled.  
>Discussion on potential liaison. |
| 10 | Councilor Outreach | Continue to discuss ways to revamp the outdated system of “emailing your constituents” per SC administrator. | >Tabled. Members will ponder upon. |

**Next Meeting**  
The next meeting will be July 21, 3-4pm at the University Club.  
Meeting adjourned 4:15pm