



# 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

|    | <b>Subject</b>                     | <b>Notes</b>  | <b>Follow-Up</b>   |
|----|------------------------------------|---|--|
| 1  | Approve Agenda                     | Any new items introduced to be discussed  | >Tabled Item 8   |
| 2  | Approve Minutes from 5/19/16       | Approve and discuss minutes from last meeting   | >Approved  |
| 3  | Member update                      | Welcome to new members Lukas and Ray; Marjorie resigned   |  |
| 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<br>>Lukas is cascade trained and is happy to assist the work group<br>>Planning for August web workgroup relaunch, including Cascade training<br>>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<br>>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<br>>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.<br>>May have first ready next month.   |
| 9  | Engagement Committee               | Update from Suzy regarding any collaborative efforts needed.  | >Tabled.<br>>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.   |
|    | <b>Next Meeting</b>                | The next meeting will be July 21, 3-4pm at the University Club.   | Meeting adjourned 4:15pm   |