



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Wed, October 19, 3-4pm, University Club

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

Members Excused: Lukas Cash

Members Absent: Susy Salvo

Guests Present: n/a

Minutes submitted by: Josh Clifford

	Subject	Notes	Follow-Up
1	Approve Agenda	Any new items introduced to be discussed	>Approved
2	Approve Minutes from 9/14/16	Approve and discuss minutes from last meeting	>Approved
3	Councilor Communications Survey	Draft surveys shared on Drive. Everyone was given deadline of 10/14 to review and put in comments; finalize at meeting; next steps/timeline to put out survey	>Edits incorporated. Josh will put in survey format and send to committee for review. >Shoot for 11/1 presentation to Executive (12:15 or 12:30)
4	Robert's Rules Sessions	Discuss sessions thus far. Involve new councilors (ordering more RRIB books? Lisa still needs to talk to Kathy about this since she was out all of Sept.).	>Lisa will email Kathy about books for new councilors >2 more sessions left (Nov/Dec), re-evaluate status in December
5	Social Media Guidelines	Update on status from Lukas/John	>John to touch base with Lukas
6	Flyer Templates	Update from Lisa T.	>Templates on hold. Lisa T. will do brochure for Gerald May after Josh emails details.
7	Website Procedures	Update on "how to" procedures for website	>Josh will have completed by November meeting
8	Engagement Committee	Update from Suzy regarding any collaborative efforts needed	
9	Review timelines for other projects	Brochure – Nov start for Jan product; others?	(marketing, not recruitment) >Lisa W to put together info and send to Lisa T along with historical brochures >Lisa T will draft, working with John and Lisa W
10	New Business	Any new projects or discussion	None at this time
11	Next Meeting	Next meeting set for Wed, Nov 16 from 3-4pm @ the University Club	
12	Adjourn		