



# Staff Council Standing Committee Minutes

**Committee Name:** Communications & Marketing

**Meeting Date and Place:** Thursday, August 3, 2017 from 3-4pm @ the University Club

**Members Present:** Lukas Cash, Patrick Newman, Lisa Tremaine,

**Members Excused:** Ray Mitchell

**Members Absent:**

**Guests Present:**

**Minutes submitted by:** Lisa Walden

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved	
2	Approve Minutes (from 6/22/17)	Approved – with correction of spelling Lukas’s name correctly	Lisa to correct minutes
3	Robert’s Rules Sessions	Lisa will speak to Adam Hathaway to see what he would be up for; idea of videos tossed around; Lisa will work on polls for councilors and will send draft to SCCM by 8/11	Lisa speak to Adam and draft a poll for councilors
4	Website	Calendar piece still broken; forms still to be updated; Lisa will speak to Exec at meeting on 8/8 regarding website responsibilities now that Kathy has retired	Lisa discuss website duties with exec on 8/8
5	New Logo	Lisa will work with Exec and with ISS Unit Administrator (who is the logo liaison for Staff Council) to develop a plan for moving forward	Lisa discuss with exec on 8/8 then update marketing plan and roll out new procedures to councilors
6	Communications Plan	Once marketing plan has been shored up with new Logo procedures and new graphic standards, we should begin to outline an overall communications plan to give the council guidance on the proper communications methods as well as examples	Lukas will reach out to Brian Vineyard and see if he might be able to work on this ad hoc
6	Brochure	Lisa and Lisa will get this done in the next 2 months	Lisa W to send info to Lisa T for mock up
7	Committee Members	Patrick Newman was welcomed with a banner and has been initiated into the committee; no new prospects but everyone will keep their eyes open	Ongoing recruitment
8	New Business	none	
9	<b>Next Meeting</b>	The next meeting will be Thursday, Sept 28, 2017 from 3-4 pm @ the University Club	Meeting adjourned 4 pm