



# Staff Council Standing Committee Minutes

**Committee Name:** Communications & Marketing

**Meeting Date and Place:** Thu, February 2, 3-4 pm, University Club

**Members Present:** John Byram, Josh Clifford, Susy Salvo, Lisa Walden

**Members Excused:** Lukas Cash, Lisa Tremaine, Ray Mitchell

**Members Absent:**

**Guests Present:**

**Minutes submitted by:** Lisa Walden

	Subject	Notes	Follow-Up
1	Approve Agenda	approved	
2	Approve Minutes	Last meeting was in October, so no minutes were approved	
3	Councilor Communications Survey	Josh gave an outstanding presentation that recapped the Communications surveys; next steps Josh will send survey results as well as recommended next steps for the council to our committee; we will present all at next meeting	Josh has sent the info on google drive; we need to give feedback before next SC Bus mtg
4	SCCM Design Work	Lisa will request longer time to work on graphics and collateral; most of the events coming up are going to be in April so it will be a good thing for people to get in asap in March	Lisa will make a statement at next SC bus mtg
5	Robert's Rules sessions	No one from committee was able to attend	Lisa will reach out to Adam to see if anyone showed up and re-evaluate if not
6	Social Media Guidelines	John is working on	John has submitted draft to committee via email
6	Flyer Templates	Lisa T. has made some progress	Check in with Lisa next committee mtg
7	Website	Josh would like to do an overhaul; discussed timeline	Josh to set timeline
8	SC Chairs meeting recap	Events committee has developed a new form to keep track of volunteers; seems redundant to other event forms; still in discussion	Discuss at next chairs meeting or ask member of events to attend our next meeting
9	Brochure	At the SC Chairs meeting, the brochure concept become a business card with staff council web and social media contacts	Need to set timeline to develop business card and a funding request to SC Admin
10	Next Meeting	Next meeting set for Thu, March 23 from 3-4 pm @ the University Club	Agenda to be sent prior to meeting
11	Meeting ajourned	Meeting ajourned at 4:25 pm	