



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday, June 23, 2017 from 3-4pm @ the University Club

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

Members Excused: Lukas Cash

Members Absent:

Guests Present:

Minutes submitted by: Lisa Walden

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved	
2	Approve Minutes (from 5/25/17)	Approved	
3	Robert's Rules Sessions	Put on hold for an August Roll out; Lisa spoke with Adam to let him know they are discontinued for now (he had them reoccurring every month on his calendar); possibly use Formstack for polling councilors	Discuss at July meeting ideas for fall
4	Website	Calendar is a little funky and Facebook is being moved; updated website msg sent to councilors; Josh will send all documented website procedures to committee members; Lisa will work on updating online forms using Formstack	Maybe some training between Josh and Lucas
5	SC Event Banner	This is no longer a priority and will be removed from further agendas unless otherwise directed	
6	Brochure	Lisa T. brought pricing; Lisa W. will work with Lisa T. to develop art and have art for a rack card ready to go	Lisa W. will work with Lisa T. on art
7	Committee Members	Josh and Lukas recruited at 6/20 SC Bus meeting but no takers as of yet; the committee will need to contact specific members as next level of recruitment that have shown skill in communications or marketing	Observe and discuss at next meeting
8	New Business	Discussed setting communications plans and boundaries as next major goal for SCCM	Lisa to work on timeline
9	Next Meeting	The next meeting will be Thursday, July 20, 2017 from 3:30-4:30 pm @ the University Club	Meeting adjourned 4 pm