



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday, August 29, 2019 from 3-4pm @ SC Conference Room

Members Present: Autumn Collins, Brian Vineyard, Tracy Wenzl

Members Excused: Brad Beck

Members Absent:

Guests Present: Mark Reynolds, Azura Tallant

Minutes submitted by: Tracy Wenzl

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved	
2	Approve Minutes (from 6/27/2019)	Approved	
3	Staff Love Students T-shirts	Nancy Shane asked for input and assistance in recent Council meeting, no further request to C&M at this time.	
4	Graphic design help/recruiting	Discussed other ways to get graphic design done at UNM. Suggested hiring paid graphic designer to create standing templates for annual events that can be updated with new dates, etc.	ACTION ITEM: Tracy to create calendar of annual SC events ACTION ITEM: Tracy to discuss budget for graphic design with Amy
5	Discuss changing meeting day/time	After discussion, committee elected to cancel September meeting, leave October meeting on 4 th Thursday at 3pm. Will discuss again in October as both Nov and Dec dates fall on holidays.	
6	Committee chair & new members	Discussed committee chair role with Lisa Walden's resignation. Committee elected Tracy Wenzl and Mark Reynolds co-chairs. Azura Tallant has also joined the committee.	
7	Next Meeting	The next meeting will be OCTOBER 24, 2019 from 3-4 pm @ University Club	Meeting adjourned 3:50 pm