



# Staff Council Standing Committee Minutes

**Committee Name:** Communications & Marketing

**Meeting Date and Place:** Thursday, December 12, 2019 from 3-4pm @ University Club

**Members Present:** Mark Reynolds, Theresa Sherman, Tracy Wenzl

**Members Excused:** Azura Tallant, Brian Vineyard

**Members Absent:** Brad Beck

**Guests Present:** Cindi Meche

**Minutes submitted by:** Mark Reynolds

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved	
2	Approve Minutes (from 10/24/2019)	Approved	
3	New Business: social media templates	Discussed and committee approves	ACTION ITEM: Theresa to double check sizing on templates for social media use
4	New Business: Upcoming events with Rewards, Recognition and Events	Discussed possible For the Health of It event and ties to HR Step Challenge Feb 17 – March. R, R & E wants to partner more closely with C&M on Gerald May media next year.	ACTION ITEM: Nancy to attend January C&M meeting for further planning
5	New Business: Repository for templates and flyers	Discussed a central place to store flyers, templates and other C&M approved media.	ACTION ITEM: Tracy to set up OneDrive folder and share it with the committee
6	New members	Cindi Meche has joined the committee	
7	Next Meeting	The next meeting will be <b>January 23, 2020</b> from 3-4 pm @ University Club	Meeting adjourned 3:35 pm