



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday, February 27, 2020 from 3-4pm @ University Club

Members Present: Cindi Meche, Mark Reynolds, Theresa Sherman, Azura Tallant, Tracy Wenzl

Members Excused: Brian Vineyard

Members Absent:

Guests Present:

Minutes submitted by: Tracy Wenzl

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved with changes	
2	Approve Minutes (from 1/23/20)	Approved	
3	Unfinished Business: Communicating with Constituent Event	Discussed presentation and template. Approved.	ACTION ITEM: Mark and Tracy to present at event on 3/17
4	Unfinished Business: Website audit and recommendations	Discussed Staff Council website audit findings.	ACTION ITEM: Theresa to send her pages to Tracy by 3/6 ACTION ITEM: Tracy to create outline format for recommendations, include NEO landing page
5	New Business: flyer for Let's Do Lunch (Theresa)	Deadline 3/4	ACTION ITEM: Theresa to design and send to committee (DONE)
6	Next Meeting	The next meeting will be March 26, 2020 from 3-4 pm @ University Club	Meeting adjourned 3:57 pm