



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday, January 23, 2020 from 3-4pm @ University Club

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

Members Excused:, Cindi Meche, Brian Vineyard

Members Absent:

Guests Present: Nancy Shane, Rachel Whitt (UCAM)

Minutes submitted by: Tracy Wenzl

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved with change.	
2	Approve Minutes (from 12/12/2019)	Approved	
3	Unfinished Business: Communicating with Constituent Event	Discussed agenda and plans for 3/17 event (12-1, before Council meeting)	ACTION ITEM: Nancy to send draft agenda ACTION ITEM: Tracy to draft presentation materials/templates
4	New Business: Website audit and recommendations	Discussed Staff Council website audit and divided up sections among the committee members.	ACTION ITEM: Members to bring findings to February meeting
5	New Business: Language to contact constituents per councilor request	Discussed proposed language. The committee did not think it was our place to generate this.	ACTION ITEM: Tracy to contact Council President Gregg to request he take action instead
6	New Business: Marketing for NEO	Discussion of possible materials for inclusion in NEO. It was raised that NEO may be going online. Committee to think about ideas and bring to next meeting.	ACTION ITEM: Theresa to find out if NEO will be online
7	Next Meeting	The next meeting will be February 27, 2020 from 3-4 pm @ University Club	Meeting adjourned 4:07 pm