



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Wed, September 14, 3-4 pm, University Club

Members Present: Lisa Walden, Josh Clifford, John Byram

Members Excused: Susy Salvo, Lisa Tremaine, Ray Mitchell

Members Absent: Catherine Rivera

Guests Present:

Minutes submitted by: Lisa Walden

	Subject	Notes	Follow-Up
1	Approve Agenda	Agenda approved	
2	Approve Minutes	Minutes approved from 8/18/16	
3	Councilor Communications Survey	Draft surveys shared on Drive. Everyone have access to edit? What timeline do we want to review/implement?	Most members did not know that the survey was on google drive. Josh will resend with link to UNM email addresses
4	Robert's Rules Sessions	Discuss first session. Involve new councilors (ordering more RRIB books?).	Everyone felt the first session was successful and timely with the elections; Lisa will talk to Kathy about ordering more books for new councilors
5	SC Brochure	Draft projected for November, review period with Exec/others, and aiming for final product by January.	Will work on this in October
6	Social Media Guidelines	Update on status from Lukas/John	Lisa still needs to send info to Lukas from UCAM and CAPS
7	Flyer Templates	Update from Lisa T.	Postponed since Lisa was unable to attend meeting
8	Getting Things Done flowcharts	Edits made on content. Update look?	Josh will email Lisa T. to see if she wants to make any improvements on look of charts, otherwise, Josh will update with our edits and publish to website
9	Website Procedures	Update on "how to" procedures for website	Josh will pursue this for next meeting

10	Engagement Committee	Update from Suzy regarding any collaborative efforts needed.	Postpones since Suzy was unable to attend meeting
11	Meeting time	Josh has conflict for normal Thursday time this fall. When do we want to meet?	Will now meet every 3 rd Wednesday of each month from 3-4 at the University Club; calendar appointments changed through December and club dates booked have been changed; Josh will update on website
	Next Meeting	The next meeting will be Wed, Oct 19, 3-4 pm, University Club	Meeting adjourned 4:00pm