



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday, April 27, 2017 from 3-4pm @ the University Club

Members Present: Josh Clifford, Lukas Cash, Lisa Tremaine

Members Excused: John Byram, Ray Mitchell

Members Absent: Susy Salvo

Guests Present:

Minutes submitted by: Lisa Walden

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved	
2	Approve Minutes (from 3/23/17)	Approved	
3	Robert's Rules Sessions	SCCM will break for summer on RR sessions and revisit in the fall; possibly set something up just for new councilors if they have interest; Lisa will send out the 5/4/17 session with a calendar update	Lisa sent email to Kathy on 5/1/17 w/Outlook calendar attachment
4	Contact Your Reps Guide	Reviewed draft; Lisa T. will send Josh proper fonts to update to graphic standards	Josh will send to Kathy and Danelle
5	Website	Meeting on 5/5/17 with Matt (Brian left UCAM)	Josh will send out bullet points to keep us focused
6	Flyer Templates	Lisa T. completed the book exchange and staff appreciation flyer; sends complete package so that SC Admin and SCCM co-chairs can have all the fonts and make edits	
7	SC Event Banner	No progress	Lisa W. will work with Lisa T. to get something designed and put in a budget request
8	Brochure	No progress; discussed possibility of having this be a postcard or a rack card rather than a business card; Lisa T. knows a press who will do these things very inexpensively and is willing to get quotes	Lisa W. will plan to bring samples to next chairs mtg to finalize
9	New Business	After website update, Josh recommends the committee revisit an eNews update	
	Next Meeting	The next meeting will be Thursday, May 25, 2017 @ the University Club	Meeting adjourned 4 pm