



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday, March 7, 2019 from 3-4pm @ SC Conference Room

Members Present: Brad Beck, Brian Vineyard, Tracy Wenzl

Members Excused: Autumn Collins, Erica Grong, Ray Mitchell, Lisa Walden

Members Absent:

Guests Present:

Minutes submitted by: Tracy Wenzl

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved	
2	Approve Minutes (from 1/24/2019)	Approved	
3	Communications Plan	Revisions pending – committee wants to review it again and have ready for new councilors seated in May	Tracy to look for original documents (done)
4	Events Committee Planning Guide	Events Committee requests that the committee review and edit the document, for use by the Council in event planning. Committee reviewed and noted a number of revisions needed	Tracy to edit document and send out for final review (done) Tracy to send final document back to Events Committee (done)
5	eNews Mailchimp proposal	Reviewed sample newsletter Tracy created. Committee generally likes the idea but wants to meet with Amy to see if she likes it and has capacity to change format.	Tracy to test forward to salud email address & committee members (done) Tracy to invite Amy to March meeting (done)
6	New Business – Facilities Management/Custodial Appreciation	Committee would like to try again to do a recognition event this year.	Tracy to invite Janelle to attend March meeting (done)
7	New Business – New Councilor Orientation	Committee requests that C&M be involved in new councilor orientation as it relates to how councilors communicate with constituents	Tracy to relay this to Exec
8	Next Meeting	The next meeting will be March 28, 2019 from 3-4 pm @ University Club	Meeting adjourned 3:44 pm