



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday, May 28th, 2020 from 3-4pm @ Zoom

Members Present: Brian Vineyard, Cynthia A Meche, Theresa Sherman Azura Marie Tallant
Amy Hawkins Mark Reynolds

Members Excused:

Members Absent:

Guests Present:

Minutes submitted by: Mark Reynolds

	Subject	Notes	Follow-Up
1	Approve Agenda	Suspend the rules to hold your meetings online - Consensus	Meeting started at 3pm MTN
2	Approve Minutes (from 4-23-2020)	Consensus	
3	Unfinished Business: Communicating with Constituent Event	Nancy project – before March SC meeting – instructions on how to run a Prec, Grade, communications, emails (Finished and ready to go into new councilor orientation – Tracey) - follow up	
4	Unfinished Business: Website audit and recommendations	Finalize recommendations, sent to Amy and made some changes on the Web site – by next time we meet – report to Comm and what was done and pending or not completed	Follow up with IT – for assistance for Cascade application
5	New Business	Co-Chair – thank you Cindi Meche for assisting Cards were approved and hand given to UH Volunteer for Covid-19 patience Create Zoom meetings for the next months – online versus in person for the future discussion – Mark has done Amy – Comm assist with New councilor – communicating with constituents for the orientation June 9th, 10th, or 11th. What date/time is good for you & those who might be presenting? Comm participate – Theresa and Cindi representing (Topics, best practices) Coordinate with Adam as well – confirm (Time frame)	
6	Next Meeting	The next meeting will be June 25th, 2020 from 3-4 pm @ Zoom	Meeting adjourned at 3:20pm MTN