Communications Committee Meeting Minutes  
Thursday, September 21, 2017  
MU 206, Noon – 1:00 pm

1. **Welcome – Tim Walling.** Tim shared the secret word for those attending today’s meeting.
2. **Committee Purpose.** The committee has a stated purpose.
3. **Goals and Strategies for year.** Committee members are encouraged to submit potential committee goals to the chair by next week.
4. **Communication updates:** The committee welcomes ideas on how to make social media communications more personal and to increase followership.
   A. **Facebook Updates.** Our Facebook page has 719 Followers and 736 Likes. Janette Moerer will continue to manage the Poly Facebook group.
   B. **Sparky’s Scoop** - deadline to submit items for monthly subscriber email is the 15th of the month for the next month’s issue, sent to subscribers the 1st week of the month
   C. **Other Social Media**
      i. **Twitter.** We have not used our Twitter account since 2015.
   D. **Event Notifications.**
      .The CSW conference is Oct 4 at Downtown, Polytechnic, and West and October 5th at Tempe campus.
      Volunteers are still needed at Tempe.
   i. The Homecoming Block Party is on October 28. The exact time is to be announced. Volunteer sign ups to come out soon.
   E. **Other.**
      .Sun Devil Rewards secret words will be added to all events and meetings. Attending earns 100 points. Volunteering at events earns an additional 250 points.
   i. Jared will investigate using Hootsuite to help coordinate the committee’s social media efforts.
5. **Old Business**
   A. **Minutes.** There were no minutes available to approve. Jared and Steve will collaborate to prepare minutes for the September 21 meeting.
6. **New Business**
   A. Staff Council is submitting a letter to President Crow regarding staff salaries.
   B. Janette suggested posting welcome videos from each council vice president and posting them on the web site. She can send a general script for each VP. Videos can be posted on the Staff Council Website, and the URL can be posted on social media.
   B. The committee is encouraged to use more pictures and videos when they post. These are available on our Flickr account.
   C. Janette will add Tim and Steve to the Poly Sunrise.
   D. The university is moving towards using iSearch for employee contact information, biographies, etc.
7. **Adjournment.** The meeting adjourned at 12:55pm.

Next meeting is October 19, 2017, MU 210 – Room, Noon – 1:00pm