

**Communications Committee
Meeting - Minutes
Thursday, January 18, 2018
MU 208, Noon – 1:00 pm**

Attendees:

- Steve Potter
- Tim Walling
- Jared Vibbert
- Guadalupe Perez-Carrillo
- Linda Anderson
- Janette Moerer
- Kelly Sandin
- Kristen Lee
- Jennifer Lanier
- Scott Pennelly
- Christine Tobin
- Aaron Bryant
- Jackie Young

Please see Action Items **highlighted** below.

1. Welcome – Tim Walling

- a. **Who would like to take minutes.**
 - Jared agreed to take minutes.

2. Communication updates:

- a. **Hootsuite.**
 - Tim thanked Jared for helping set up the Hootsuite account.
 - The council is reviewing being added to the Foundation's account, which would be more cost-effective.

3. Old Business

- a. **Minutes.** The committee approved the minutes.

4. New Business

a. Volunteers are still need for Staff Barbecue – Tempe Campus.

- 67 of 111 volunteer slots have been filled. The event is two hours long and shifts are in one hour increments. The Foundation is attending.
- Tim will send more event details to the committee and welcomed suggestions for next year.

b. Facebook Drawings

- **Looking at the procedure**
 - 1. Today's secret word was announced.
- **Volunteer to head this (drawing name, posting on FB, etc.)**
 - 1. Jackie Young will run this process. There will be monthly emails with drawings and various other announcements. Jackie will talk to Linda about additional details.
 - 2. The Facebook header photo needs to be updated.

- c. **Posting videos for Staff Helping Staff**
- d. **Promoting Sun Devil giving day**
- e. **Promoting Staff Helping Staff**
 - Our goal is to raise \$2,000 per year. Specific targeting is available.
- f. **Taylor Mac – Saturday, April 7, 2018 – 7:00PM - \$10 Tickets for ASU Community**
 - These tickets are available at a negotiated price for staff.
- g. **Vice President Welcome Videos**
 - These videos will probably be posted in April.
- h. **Staff Council Website**
 - Scott will fix the broken link to Janette’s email address.
- i. **Valentines Day Posting**
 - Scott praised the Valentine’s Day posting.
- j. **Staff Spotlight**
 - The March issue was delayed. **It will go out on March 21.**
- k. **Website Events Feed**
 - The committee discussed creating an events feed. A blackout period for the site will be required in order to do this.

5. Adjournment

- a. The meeting adjourned at 1:00 p.m.

Next meeting is April 19, 2018, MU 208 – Room, Noon – 1:00 p.m.

Communications - Responsible for gathering and distributing information regarding Staff Council activities, events, and programs via the website, Facebook, Twitter and the monthly newsletter. Review information on the website, and suggest changes, additions, or deletions to the Administrative Assistant. Provide other marketing materials needed to promote various Council activities and events.