

Communication Committee Notes
1/6/2016 5:00pm (Jeana Alber's Room)

- **Roll Call**
 - Jeana Albers, Justin Gehring, Joe Burianek, Jennifer Heydt-Nelson, Joell Pundsack, Anna Li, 2 Other Students Not Present: ~~Heidi Bardwell~~
- **Review December 2 Meeting notes** – Looked Good. No Changes.
- **Standing Business**
 - **Approve Style Guidelines as sent last month:** Members had looked it over. No other changes needed. All agreed that version .21 approved. Justin will work to get it out via the appropriate channels.
 - **MSA Facebook Status:** Joell doing great job preloading content. Agreed that it was time to announce the page as early as next week. Committee will keep an eye on in case of any problems that may arise once it's made public.
 - **Website Update:** Administration and Justin had a workshop over winter break on how to update and maintain the website. The office will be taking over maintaining more of the pages to insure timely updates. Communications should still review it as well from time to time. Ask Glaedr seem to be a success so far as well.
 - **Confirmation of Newspaper involvement in Press Releases:** Anna Li is going to be the liaison. Had discussion with her about possible upcoming stories such as: Blackout dance, Boys Basketball, Valentine's Day dance, Rube Goldberg assembly, Woodbury bulletin covering play, The possible SSD fundraiser. Discussion on who will actually handle the press releases when the time comes. It sounds like the office and Shannon will most likely be responsible for it.
 - **Update on Communication of Business Solicitation for events:** Discussion on many options, such as (Fundraising) bring it to staff, bring it to the board? It was noted that we have not received any negative feedback from businesses yet. One option discussed: could make form, office collects it... But who's going to enforce it? Agreed that better communication needed about if you receive donations, send a thank you. Suggested that we make a "suggested procedure" for groups to follow. Justin will draft a fundraising good practices document for next time.
- **New Business**
 - **Media Release Form** – Discussion on looking into changing the form we ask students for at the start of the year to make it more practical for day-to-day stuff. Discussion on putting more of the responsibility on the student to remove themselves, particularly for group shots/etc. Should look to see if there is the policy on this, if so take it to the policy committee. For next time: review form. Move towards to photo not being protected, but names can/should be protected. Joell going to talk to policy committee. Justin to bring form back to group.
 - **Discussion on Business partnerships for student opportunities** – what would students look for? Tabled till February.
- **Next Meeting:** Topic: looking at Strategic Plan, next meeting February 3rd.