

# COMMUNICATIONS COMMITTEE

MINUTES

DATE 09/28/18

TIME 10:04

LOCATION LH, 414

<b>MEETING CALLED BY</b>	Julie Cajigas, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Julie Cajigas, chair	
<b>NOTE TAKER</b>	Pam Duncan, secretary	
<b>ATTENDEES</b>	<p><b>Attendees:</b> Julie Cajigas; Pam Duncan; Kristin Foy-Sampson; Amy Freels; Wayne Hill; Tiffany Schmidt; Heather Walter</p> <p><b>Absent with notice:</b> Elizabeth Kennedy</p> <p><b>Absent without notice:</b> Jeremy Kerola</p>	
<b>Agenda topics:</b>		
10:04 – 10:06	<b>CALL TO ORDER</b>	<b>JULIE CAJIGAS</b>
<b>DISCUSSION</b>	<p>Committee chair called the meeting to order. Committee voted to approve agenda as presented. The committee reviewed the July minutes and voted to accept them as presented.</p> <p>Motion to accept minutes:</p> <ol style="list-style-type: none"> <li>1. Julie Cajigas</li> <li>2. Tiffany Schmidt</li> </ol> <p>The minutes were unanimously approved.</p>	
10:08 – 10:45	<b>OLD BUSINESS</b>	<b>JULIE CAJIGAS</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. Julie Cajigas reviewed the SEFA campaign survey being created by students in the School of Communication. Campaign objectives, goals, tactics were discussed. The committee considered the following:             <ol style="list-style-type: none"> <li>a. Including traditional demographic prompt</li> <li>b. Add landing page details at the end of the survey</li> <li>c. Adding question about finances</li> <li>d. Making portions of the survey required</li> </ol> </li> <li>2. IRB has conditionally approved the survey.</li> <li>3. Students will present three campaigns to the committee, and the chosen team will execute their campaign and create content.</li> <li>4. Julie will contact Bob Kropff to discuss survey distribution.</li> <li>5. Committee will review a list of tactics and send ideas to Julie in preparation for a mid-month, ad hoc meeting.</li> <li>6. Tiffany offered to create a Google Team Drive for use with the campaign.</li> </ol>	

10:45 – 10:53	NEW BUSINESS	WAYNE HILL
DISCUSSION	<ol style="list-style-type: none"> <li>1. Wayne Hill presided over committee elections.               <ol style="list-style-type: none"> <li>a. Julie Cajigas was recommended to continue as Chair and was approved unanimously by the committee.</li> <li>b. Heather Walter was recommended to serve as Vice Chair and was approved unanimously by the committee.</li> <li>c. Pam Duncan was recommended to continue as Secretary and was approved unanimously by the committee.</li> </ol> </li> </ol>	
10:53	ADJOURN	WAYNE HILL
DISCUSSION	<p>Motion to adjourn:            The committee voted unanimously to adjourn the meeting.</p> <p><b>Next Meeting: Oct. 26, 2018, 10:00 a.m., LH, 414</b></p>	