

# COMMUNICATIONS COMMITTEE

MINUTES      DATE 03/01/19      TIME 10:00 PM      LOCATION BH, 113

<b>MEETING CALLED BY</b>	Julie Cajigas, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Heather Walter, vice chair	
<b>NOTE TAKER</b>	Pam Duncan, secretary	
<b>ATTENDEES</b>	<p><b>Attendees:</b> Julie Cajigas; Pam Duncan; Kristin Foy-Sampson; Amy Freels; Tiffany Schmidt; Heather Walter</p> <p><b>Absent with notice:</b> Elizabeth Kennedy; Sharon Crawford; Wayne Hill; Anwar Sadek; Sherry Sims</p>	
<b>Agenda topics:</b>		
10:07 – 10:10	CALL TO ORDER	HEATHER WALTER
<b>DISCUSSION</b>	<p>The meeting was called to order. The agenda was approved without additions or revisions.</p> <ol style="list-style-type: none"> <li>1. Tiffany Schmidt</li> <li>2. Kristin Foy-Sampson</li> </ol> <p>Feb. 22 minutes were approved with one amendment to the date for “next” meeting.</p> <p>Motion to approve as amended:</p> <ol style="list-style-type: none"> <li>1. Kristin Foy-Sampson</li> <li>2. Amy Freels</li> </ol>	
10:10 – 10:48	OLD BUSINESS	JULIE CAJIGAS
<b>DISCUSSION</b>	<p>The committee discussed possible SEFA outreach campaign tactics.</p> <ol style="list-style-type: none"> <li>1. A colleague-to-colleague letter was submitted for committee review.             <ol style="list-style-type: none"> <li>a. Suggestions for revision were shared. The document will be shared via Google Docs for committee revisions.</li> <li>b. Stats from Zip Assist</li> <li>c. CPAC feedback was discussed                 <ol style="list-style-type: none"> <li>i. Personalized “matching donation” suggested</li> <li>ii. Collaborate with Development about existing campaigns and resources (“Broad-Use” Fund)</li> <li>iii. Discuss any in-process grant requests with ZipAssist</li> <li>iv. Inquire about timeline for potential campaign</li> </ol> </li> <li>d. How would faculty and staff donate?</li> <li>e. Consider sending personalized “short-list” ask to campus leaders</li> <li>f. Letter and supporting data should be delivered before finals</li> </ol> </li> </ol>	

	<p style="text-align: center;">g. Schedule meeting with Committee administrators, Development and ZipAssist in two weeks</p>
	<p><b>ACTION ITEMS:</b></p> <ol style="list-style-type: none"> <li>1. Julie Cajigas: Schedule meeting with Committee, Development, and ZipAssist</li> <li>2. Julie Cajigas: Post donation letter to Google Docs</li> <li>3. Committee review and revise by March 15</li> <li>4. Pam Duncan: Coordinate completion of Topic Submission share with Committee by March 15</li> <li>5. Pam Duncan: Send Committee Appointment Schedule to members</li> </ol>
10:48	<p><b>ADJOURN</b> <span style="float: right;"><b>HEATHER WALTER</b></span></p>
	<p>Motion to adjourn:</p> <ol style="list-style-type: none"> <li>1. Pam Duncan</li> <li>2. Julie Cajigas</li> </ol> <p>The committee voted unanimously to adjourn the meeting.  <b>Next Meeting: April 5, 2019 10:00 a.m., TBD</b></p>