

DATE/PURPOSE

2017-06-14 Regular Communication Meeting

MEMBERS PRESENT: Marty Boyer, Karl Oberjohn, Jason Reser, Andrew Smith

STAFF and INVITEES PRESENT: None

MEMBERS ABSENT: Bob Amott, Sarah Froelich, Steve Elkins, Chris Willig

AGENDA

- Approve agenda -- Done.
- Website feedback/training issues
 - Bob updated PHP section of website
 - Marty trained Julie
 - Will retain on further agenda
 - Maintenance
 - Still need improved photos
 - Need to get file-naming convention, Karl to make a draft for next month.
 - Find out about RSS updates for the website (find out)—change log updated
 - Send reminder, Reser-> Mattone about committees getting updated content back
- Minute reconciliation (Communication Committee)
 - Need to add draft status to May—not a quorum to approve
 - Updating draft of April—Karl to send to Marty. Reser sent to Marty.
 - March were approved and uploaded
 - Test digital signatures for approval process (bring a paragraph on the background of this—Boyer)
 - Figure out a holding location/file storage for images for sharing files.
- Newsletter process/need
 - Marty Boyer to contribute a paragraph for website statistics, celebration and invite feedback. Do by Friday, June 14th.
- Proposal for next meeting July

- Minute approval requirements
- OCR capabilities internally
- Review 1-pager of branding to distribute
- Styling for the homepage—gather other feedback for the website from the broader group—suggest to add a few items on the news content and split from calendar view
- Discussion
 - Needs for branding
 - Historic, Business and Communication to lead the process.
 - Marty to bring a 1-pager
 - Brand triangle (discussion guide create)
 - Overall equity
 - Values
 - Benefits
 - Features
 - Characteristics
- Meeting adjourned

Minutes prepared by: Marty Boyer

Next Meeting – 7/12/17

Minutes Approved by:

First Name, Last Name
etc.)

Date

Title (Secretary, Chair, Vice Chair,