

Communications Committee  
Agenda  
Weds., Oct. 10, 2018, 4:30 p.m.  
Room 10A

Members: Cheri Howe, Jeff Eng, Rita Winchester, John Gawarecki, Christine Morris, Joelle Pundsack, Justin Gehring, Mark Greseth, Jenn Heydt-Nelson, Jessi Heydt-Nelson, Teresa Ward, Heather Krisko, Michelle McManus

- I. Old Business (25 min)
  - A. Nominations for Chair
  - B. Secretary - one person/rotating?
  - C. Communication Committee Responsibilities
    - 1. effective communication between different school related groups
    - 2. effective communication between school community members
    - 3. maintaining and updating MSA website
    - 4. media contact (news, stories, events) – media releases, public service announcements
  - D. Update on tasks/actions from May 16, 2018 meeting:
    - 1. Facebook Policy Review - Justin
    - 2. Twitter Policy Review Are - Justin
    - 3. Activities Coaching Communication Update - Shannon and John
    - 4. Summer Goals:
      - a) Emails for all coaches/non-student lead activities
      - b) Skyward/Activity Rosters - coach access(Justin, Joell, Christine, Ken)
      - c) Activity pages - private and standardized public
      - d) School Messenger w/text msging setup and in use
      - e) Improved Calendar System for activities (ongoing?)
  - E. Discuss feedback from individual - will review more at next (this) meeting.
- II. New Business (30 min)
  - A. Archiving BOD links and/or web page data (ie-dissolved committees/task forces)
  - B. Americans with Disabilities Act (ADA)/Web Content Accessibility Guidelines (WCAG) compliance (Justin)
  - C. Alumni (past student) accounts and procedures (this may also involve tech committee at some point, or the BOD) (Jusin)
- III. Other (5 min.)
  - A. Developing a communication plan