

Communications Committee  
Agenda  
Weds., Nov. 14, 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 (12 min)

A. Update on progress of tasks/actions discussed at October meeting:

1. Twitter Policy integration with Facebook - Justin
2. Skyward/Activities Rosters loaded into Skyward - Justin
3. Activity Pages - template created; rollout date? - Justin
4. Full implementation of School Messenger - Justin
5. Improved Calendar System - Activities - Justin and John
6. Contribution recognition documents to donors - Joelle and Cheri
7. Archive creation for retired BOD links and/or web page data - Christine
8. Americans with Disabilities Act (ADA)/Web Content Accessibility Guidelines (WCAG) compliance - Jeff (was going to look into guidance from MAC/MED), should we put a statement online?
9. Alumni accounts and procedures - Justin

B. Any communication concerns since last meeting?

II. New Business (48 minutes)

A. Potential of an Instagram account - Arnav Khandelwahl (BOD Student rep.)

B. Begin discussion on communication plan

1. Goals?
2. Develop/execute communication survey of stakeholders?

III. Other?

IV. Next Meeting: Weds., Dec. 12, 2018, 4:30 pm, Room 10A