

Communications Task Force Agenda
April 11, 2018
Building B, Room 202B
4:30 p.m.

Present:

Absent:

1. Nomination and selection of a Chairperson for the task force
2. Nomination and selection of a note-taker for the task force
3. Review current procedures that the Communications Task Force has developed as a first step to complete the following tasks:
 - a. To look at the procedure Communications currently have for contacting outside entities for publication to the community
 - b. Develop a procedure for all activities/groups in contacting outside entities. Communicate this with all groups frequently. Ex. At start of school, quarterly after that.
 - c. Develop a procedure so that all sports/activities can have emails, be properly set up when they start, etc.
 - d. Develop an area on the website or something else where collaboration can occur (ex. picture sharing). Communicate said plan.
 - e. Identify a communication process so that perhaps all Spirit Wear is done through one place so that new coaches/leaders don't struggle with figuring it out and getting Spirit Wear in time.
 - f. Once a-e are done, begin looking at branding.

Next meeting: TBD