

Communications Committee Notes

May 16, 2018

Building B, Room 202B

4:30 p.m.

Roll Call:

Jeana Albers, Justin Gehring, Heather Krisko, Joell Pundsack, Jen Heydt-Nelson, John Gawarecki, Jacob Bukkila, Christine Morrison, ~~Shannon Froberg~~

1. Facebook Policy Review- JG -

- a. Justin made revisions to the document. Justin will integrate twitter with Facebook to get more updates. Committee reviewed and approved.

2. Twitter Policy Review- JG

- a. Discussion on the policy and what is and is not official. Justin will work with the current account holders to get them documented. Committee reviewed and made some small tweaks. Justin will post them and then publish for review.

3. Activities Coaching Communication Update- SF and JG - Tabled until next meeting.

4. Press Releases and Procedures Update- JA -

- a. Basic updates were made to the document by Jeana. Committee reviewed and approved.

5. Discuss Summer Goals- JA

- a. Setup emails for coaches and established (non student lead) activities.
- b. [Task] Coaches with access to skyward and activities rosters.
 - i. Process and procedure for getting this information into skyward. [Justin, Joell, Christine, and Ken)
- c. Private activity pages, and standardized public activity pages. (Justin)
- d. [Task] School Messenger setup for text messaging and deployed. (Justin)
- e. Improved Calendar system for activities. (Work in progress)

6. Relaying Information to Staff -

- a. Justin will work with John to help get basic communications information to staff at back to school week.

7. Discuss Statements form Individuals- JA

- a. Brief discussion. Will review more at next in person meeting. Questions about relationship with AFC on this one.

8. Next Meeting

- a. Email to keep committee updated in the short run.
- b. Hopefully email chain completed by June 15th, with ideally next scheduled meeting from there.