

Communications Committee
Agenda
Weds., Dec. 9th, 2020 4:30pm - 5:30pm

Meeting ID/Password: <https://zoom.us/j/92905975979?pwd=Nzd1TS9vV2dEcExXeFBhN3I5ZGJpUT09>

Present (underlined): Tammy B., Maggie B., Shannon F., John G., Justin G., Carrie H., Jen H., Jessie H., Cheri H., Girish J., Heather K., Amelia L., Michael L., Shannon M., Joell P., Mariah S., Amanda S., Teresa W.

Purpose of Committee

1. to create and maintain procedures and guidelines relating to MSA's branding, marketing and external communications.
 2. to ensure the effectiveness of communication between different school related groups.
 3. to ensure the effectiveness of communication between school community members.
 4. to review MSA website components for accuracy and standardization.
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- I. On-line Press Release Guidelines Update (Joell)
 - II. Create procedures for website change
 - A. Flow Chart
 - B. Responsible Party for Tabs

Next meeting: Wednesday, Jan. 13th 4:30-5:30pm