

# minutes



## **YCSA – Communication Committee**

10-20-2021

### In Attendance:

Kelsey Rumsey, Tim Diesch, Katherine Anderson, Paige Ruggles, Adrienne Carlos, Julie Galgano

#### **1. New Employee Brochure**

No update from Kelsey. Bigger committee goals have changed, hopefully implementation will happen in January. More to come over the next few months.

#### **2. Newsletter**

Going out the week of November 17<sup>th</sup>  
Good to go with committee.

#### **3. YCSA Broadcast- Work on this guideline in meeting**

Proposed change to guidelines:

- Person requesting Broadcast emails to Kelsey and Tim
- Email goes to Kelsey and Tim for review
- Kelsey and Tim determine if it can be sent out
  - o If questionable, will present to communications committee for feedback and the Board
- Broadcast is sent out by Kelsey and Tim

Kelsey to update policy and present at board meeting on 11/2

#### **4. Julie - Market open board positions specifically**

- She has list of student worker emails, part time staff emails, to market open positions
- Easy enough to market
- Will wait to hear from Julie about next steps
- Adrienne let us know that Student workers are not included in Ducksoups and Broadcast

**Next Meeting- Marketing email for new positions, priorities for next year  
November 17<sup>th</sup>**