



**COMMUNICATIONS COMMITTEE  
REGULAR MEETING AGENDA**

**Date:** Tuesday, October 20, 2020  
**Start Time:** 4:00pm  
**End Time:** 5:00 pm  
**Location:** ZOOM

**Chair:**

- Vice President of Communications: Anderson, Carissa

**Vice-Chair:**

- Mouawad, Marie-Therese -P

**Board:**

- Alazar, Rachel -P
- Vacant

**Secretary:**

- Vacant

**Guests: (if any)**

**1. CALL TO ORDER**

**a. Call to Order**

Vice President of Communications, Carissa Anderson, called this meeting to order at 4:06 PM

**b. Roll Call**

**c. Welcome and Greetings**

**2. ORAL COMMUNICATIONS**

Speakers shall be limited to a total of two (2) minutes each. Fifteen (15) minutes shall be reserved at this time for members of the public to address the Board on matters within its jurisdiction, which do **not** appear on the Agenda.

**3. APPROVAL OF MINUTES**

**a. October 6, 2020**

(Mouawad/Alazar)

*If you are a club, department, or group and are seeking to place a request for an ASG agenda item you **must** submit it by 8:00 PM of the **Monday preceding the meeting** you wish to have the item addressed.*

#### 4. **UNFINISHED BUSINESS**

- a. Twitter
  - Making new ASG gmail and adding Kelly as recovery contact
  - Transferring documents over from Google drive to new gmail
  - New Twitter cover photo/header
- b. Podcast
  - Mouawad created powerpoint
  - Goal is to spread awareness and get students involved online.
  - Connect students, alumni, and faculty together
  - Career tips and perspectives
  - College tips, etc
  - Expand outreach
  - Microphone \$130
  - About 10-20 minute episodes
- c. Newsletter
  - Work on it together with Communications Committee
  - Aim for first of month

#### 5. **NEW BUSINESS**

Action/ Discussion – 15 minutes per item

- a. Website
  - Mouawad communicating with tech support to make our website better
  - Set up a meeting for training
- b. Adding scholarships to website
  - Add scholarship section to increase outreach and help students
  - Everyone is on board

#### 6. **REPORTS**

As needed

- Anderson shared the Instagram statistics

#### 7. **ADJOURNMENT**

Carissa Anderson adjourned this meeting at 4:44 PM.

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