

EA Communications Committee Meeting 10/13/21 11-12pm

Attending: Ellen Miller, Derrick Barrett, Denny Totman II, Brandon Fortenberry, Jessica Withers, Ashley Miller, Ellie Krumm, Liz Cunningham, Jackie Creque,

1. Recognition

- EA Appreciation Award
 - To send out a survey for nominations. EA body votes on it. Ellen to send it out today
 - EA body votes on the nominees in the Nov 3rd meeting
 - Jessica suggestion- can we make a group/multi person nomination
 - Discussion around adding this to survey
 - Ellen to make draft and send in Microsoft Teams channel for group to review
 - Derrick- lets recognize last year's winners.
 - Ellen-yes.
- Fall 2021 - Presidents Address to Staff (Fri Nov 12th)
- Staff Award for Integrity and Inclusion
 - Timeline? Next Steps?
 - No updates currently.

2. Outreach

- President's Address to Staff - Nov 12th
 - There is a communication plan from OA office Ellen to review.
 - Like last year it was put on multiple, social media outlets, and we plan to publicize as much as possible.
 - If hybrid event, will need group of volunteers to help at event, setup organizing, etc.
 - Jessica confirmed it is hybrid.
 - Ellen-there will be snacks to take away at end of it. No food during it due to COVID regulations.
- HR Fall Employee Celebration event
 - Ashley- got approval for very, bare bones event due to COVID.
 - Employees can get a complimentary ticket to a football game. There will be info on how to get ahold of those tickets. There will be a table the day of event for small gifts. That's it.
 - Oct 29 looking for volunteer from EA for 430pm to set up a table by stadium, be greeters (say hello and be friendly) until 730-745. Gates open at 6pm.
 - Ellen-We were going to Update employee assembly flyer before the street fair but didn't get done. Should we update for the giveaway table?

- Jessica it should updated but is a paper flyer good or should we do virtual?
 - Derrick how about a QR code at table to share info? Ellen-Great idea.
 - Brandon- Google makes cool, animal shaped QR codes.
 - Ellen to send out current flyer so we can look at it and update.
 - Derrick to play around with it. Suggested a QR code that's cool like animal but related to EA somehow. Liz willing to help with that.

3. Communications

- EA Voice Newsletter: ~~October~~ November (TBD target) prior to president's address (Nov 12).
 - Ellen-If possible-Nov 8th?
 - Letter from EA Chair
 - Promo President's Address?
 - EA Special Election Results
 - Jessica-voting happening next week. Voting begins 10/18 ends 10/20 announcement 10/22
 - Get Connected: upcoming events?
 - Appreciation Portal Reminder/Highlight
 - Recent Actions:
 - Upcoming Meetings:
 - Next Issue: November (TBD)

4. Other Business

- None

5. Next Meeting Date: 3rd-week of each month?

- Changed to 2nd week of each month. We will keep this time 11-12pm. Subcommittees will meet in between as needed. Liz- may only be able to be at first half of the meeting due to conflicts

6. Other

- To do:
 - Ellen Draft EA appreciation email and share with group
 - Derrick- look at current flyer with Liz
 - Ellen- add meetings to website so Denny can add meeting notes
- Welcome Ellie
 - Ellie- interest in committee: Outreach, communications, maybe awards