



Membership, Marketing, and Communication Committee
Tuesday, January 10, 2023
11:00 AM-12:00 PM
Meeting Minutes

Present: Tilandra Rhyne, Adaora Nwigwe, Staffan Sandberg, Tiffani Smith, and Nghi Nguyen

Welcome Packet

1. Mail packet to members with postcard/notecard
2. Put a QR Code on the card for new members to view the video
3. Welcome Email + Welcome Packet + New Member Website with 30 second – 1 minute welcome video
 - a. Feel-good type of video
 - b. Include contact information (email, Facebook, website, etc.)
 - c. Generic video to all new
 - d. Take members to Events Calendar for upcoming events
 - e. Script prepared for person to record
 - f. Send out email to get other members to participate in the Welcome Video Message

Recruit for Campus Resource Rep

1. Member contact CRR with any questions
2. CRR can walk over and meet the new member on the campus
3. Tilandra will write email for next Digest
4. Put on Facebook Group

What Does the “R” Mean To You?

1. What does “Rising” mean to you?
2. Members can do a short video via Zoom or cell phone
 - a. Make appointment with Nghi to record in person if needed
3. 30 seconds – 1 minute
4. Provide a short word (email? form?)
5. Jamboard
6. Word Cloud

Events

1. Open House

- a. Thursday, March 23, 12:00-1:30 PM
- b. Campus Resource Rep holding a campus-based Open House
- c. Book ignITe Hub for one location with Zoom option (MK 109)
- d. CT 108 (Board Room)
- e. Identify three hybrid space (including CT)
- f. Videoconferencing Room
 - i. Staffan will see which rooms are available for RV
 - ii. Tiffani will see which rooms are available for CT
 - iii. Nghi will see which rooms are available for GT
 - iv. Tilandra/Adaora will see which rooms are available for TPSS

2. Networking Event

- a. Friday, May 5, Lunch Time, 12:00-2:00 PM
- b. Part 1, 12:00-2:00 PM (Individual On-site Campus)
- c. Part 2 (Post-Work), 5:30-7:00 PM (One location)

Orientations

- 1. Nghi reached out to Tom Cantu to get 5 minutes for the New Faculty Orientation for Fall 2022
- 2. Tilandra will reach out to Elaine to sit in for New Employee Orientation

Next Meeting

Tuesday, February 7, 2023
11:00 AM-12:00 PM