

Communications Committee 2021-22 End of Year Report

Communications Committee Chair: Joan Falk

Brief description of committee duties:

The Communications Committee coordinates release of publicity/news about FCC mission and activities to FCC members, potential members, the larger Fontbonne community and the public. Accomplished primarily by quarterly electronic Newsletters, invitations to FCC events and release of FCC information/news to campus publications and beyond.

Committee members/reporters during year (varies month to month): Barb Atteln, Alice Bell, Nancy English, Maggie Fowler, Karen Geder, Kate Gunn, Lucy Hahn, Joan Kelly, Susan Lenihan, Mary Schenkenberg, Sr. Rita Marie Schmitz, Mary Lee Walter

Primary responsibilities:

- * FCC Quarterly Newsletter - design, writing, editing, photography.
- * Interviews with new members, award recipients and others for subsequent newsletter articles
- * Expand requests to FCC members to be “reporters” for Newsletter articles
- * Design invitations/announcements for FCC events/activities
- * Assist in development of video communication about FCC
- * Interface with campus or off-campus media about FCC (e.g., news, radio/TV, magazines, the Tableaux or other publications, etc.) when appropriate
- * Assist in FCC website design/content
- * Update/design of FCC logo, banner, newsletter masthead if/when appropriate
- * Submit monthly and final year-end reports to EAC

Meetings held: None regularly scheduled. Most communication by individual phone/zoom/email. Meet with FCC Liaison or Advancement Office intern to assemble each Newsletter. Meet with other committee chairs to coordinate event invitations/decor

Detailed Calendar of your activities other than committee meetings

Summer Newsletter, issue date:	July 30, 2021
Fall Newsletter	November 2, 2022
Winter Newsletter	February 1, 2022
Spring Newsletter	May 3, 2022

Invitations designed for all FCC sponsored Zoom or virtual events/celebrations/meetings including: Annual Planning Meeting, Awardees celebration, FCC Homecoming event, Mass of Remembrance, Roundtables, Annual Meeting and Awards Announcement, Zoom events featuring awarded projects.

Events sponsored: No “Communications Committee” events

Expense/budget: As typical most years, no expenses this the past year

Evaluation of year: Successful in meeting our goals for quarterly Newsletters and FCC event invitations/designs. Limited progress on FCC web pages; no interaction with FBU PR Dept.