

Communications Committee 2019-20 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, 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 during year (varies month to month): Barb Atteln, Nancy English, Sr. Donna Gunn, Kate Gunn, Maggie Gunn, Lucy Hahn, Susan Lenihan, Mary Schenkenberg, Mary Sharek, Mary Lee Walter

Primary responsibilities:

- * FCC Quarterly Newsletter - design, writing, editing, photography.
- * Interviews with new members, award recipients and others for subsequent newsletter articles
- * Design of invitations/announcements for FCC event/activities
- * Development of video communication about FCC, when appropriate
- * 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 FCC logo, banner, newsletter masthead, as needed
- * Submit monthly and final year-end reports to EAC

Meetings held: Not regularly scheduled. Most communication by email/phone. Meet with 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:	August 1, 2019
Fall Newsletter	October 31, 2019
Winter Newsletter	January 31, 2020
Spring Newsletter	May 6, 2020

Invitations designed in advance of: Awardee Luncheon, Founders Award Brunch, Mass of Remembrance, Visiting Artis Talk/Exhibit, Annual Award Announcement, Annual Meeting, Featured Projects Zoom Events, Annual Planning Meeting, FCC Homecoming event, others as requested

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/invitations/designs. Limited progress on FCC web pages; no interaction with FBU PR Dept.