

Communications Committee 2022-23 End of Year Report

Communications Committee Chair: Joan Falk

Brief description of committee duties:

Communications Comm 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): Sr. Mary Carol Anth, Barbara Atteln, Connie Diekman, Nancy English, Sr. Donna Gunn, Delah Jones, Ruth Ann Kerr, Susan Lenihan, Jaimette McCulley, 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 newsletter articles
- * Expand selection of FCC members as “reporters” for newsletter articles
- * Design invitations/announcements for FCC events/activities, as requested
- * Assist in development of video communication about FCC
- * Interface with campus or off-campus media about FCC (news, radio/TV, 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: Meet, usually at Fontbonne, w FCC Liaison or Advancement Office intern to assemble each newsletter. Meet w other committee chairs to coordinate event invitations/decor — most often by email/phone/Zoom.

Detailed Calendar of activities other than committee meetings:

Summer Newsletter, issue date: August 1, 2022

Fall Newsletter, November 1, 2022

Winter Newsletter, February 1, 2023

Spring Newsletter, May 1, 2023

Invitations designed for all FCC sponsored virtual and/or on campus events/celebrations/meetings — including Annual Planning Meeting, Awardee Celebration, FCC Homecoming event, Mass of Remembrance, Roundtables, Annual Meeting & Awards Announcement, Funded Project events and 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 invitations/announcements and quarterly newsletters. Very modest progress on expanding newsletter “reporters”. No progress on FCC web pages. No interaction with FBU PR Dept. other than agreement to meet soon.