

Communications Committee 2018-19 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.

Communications Committee members during year (varies month to month): Barb AtteIn, Liz Glaser, Sr. Donna Gunn, Maggie Gunn, Anita Lamont, Jaimette McCulley, Mary Schenkenberg, 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.)
- * 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 w Events Committee to coordinate event invitations/decor

Detailed Calendar of your activities other than committee meetings

Summer Newsletter, issue date:	August 1, 2018
Fall Newsletter	October 17, 2018
Winter Newsletter	February 1, 2019
Spring Newsletter	April 29, 2019

Invitations for:

Annual Planning Meeting, Mass of Remembrance, Wydown House, Annual Meeting, Mockshop (unused), others as requested

Events sponsored: no "Communications Committee" events

Expense/budget: very modest cost for FCC banner \$1M update
Invoice sent directly to Wendi (most years, no expense)

Evaluation of year:

Successful in meeting our goals for quarterly Newsletters/invitations/designs
Progress on FCC website (private pages) and interaction with FBU PR Dept.