

ANGEL Team Minutes

Team Name	Communications				
Date	21 October 2008	Starting Time	3:00 P.M.	Ending Time	4:15 P.M.
Location	Library 113			Recorder	Becky Easton
Members Present	Norma Campbell, Mindy Graham, Leslie Priest, Jill Gibson, Becky Easton				
Member Absent	Kim McGowan, Linda Reed,				
Visitors	Claudie Biggers, David White				

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Banners for the AC Online home page	David White demonstrated one banner created by Stefanie Carruth and described other possibilities.	The committee recommends that we adopt the banner, which shows the name “AC Online” followed by a graphic showing fluttered book pages with the text “knowledge is power.” At a future date, this banner could be alternated with a banner showing the badger head.
Promotions: Survey and banner	A list of the compiled prioritization survey was distributed. The first place item was a banner on the bridge across 24 th St.	The banner for the bridge on 24 th St. and other promotions to students will be the topic of a Nov. 11 meeting with College Relations and Student Activities.
Promotions: Flash drives	The training subteam believes that flash drives are a good idea for promoting AC Online to faculty, and the committee discussed some possibilities.	Becky will follow up on making a purchase of the flash drives.
Promotions and Communications: Happy Hour	The logistics were discussed. HQ Wrampelmeier has made arrangements for the refreshments to be catered by Tacos Garcia.	<p>Claudie will meet with HQ to discuss room set-up and property use forms. She will also contact Linda Hendrick about the possibility of setting up email accounts in GroupWise for “celebrities” who could “endorse” the first Happy Hour.</p> <p>Jill or Becky will also send out an email to advertise the Happy Hour. We may also ask Patsy to do the same.</p>

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myAC Club		<p>The members of our subteam will be invited to join.</p> <p>Becky will contact Linda Hendrick about changing the name to “AC Online Conversation.”</p>
Next Meeting		<p>The next meeting will be set for late in the week of November 10 to evaluate the Happy Hour.</p>

COMMUNICATIONS/PROMOTION SUB-TEAM FOR THE LMS CONVERSION

Tuesday, October 21

Approval of minutes	
Branding	Will be run through our sub-team for approval
Promotions	Finding flash drives
Happy Hours	Oak room, 3:00-5:00 on November 6 Program by Brenda Davidson Refreshments provided by Tacos Garcia (virgin margaritas, chips, salsa, guacamole, queso) How will we advertise it?
Scheduling of the next meeting	
