

# 2018-02-01 PubComm Meeting Minutes for Publication

**Attendees:** KC, AS, AC, KN

## **Old Business Updates**

- SEAOG Shirts
  - Distribution continues
  - Members who have not received shirt should contact Executive Director with desired size
- AIA Emerging Professionals Presentation/Team-up
  - YMG to attend February SOAP
  - SEAOG/AIA teaming up to present at April SOAP
- Pub Comm to engage with ACEC GA and get our events on their calendars
  - Current events have been added. PubComm needs Board to provide a means of notifying ACEC of new events.
- BOD Meeting/Direction
  - PubComm declined to supplement meeting announcements with a newsletter. Desire to combine all announcements and replace current communication with a single, monthly newsletter was expressed.
  - KN reported proposed Bylaw changes include:
    - Publicity and Membership remain separate committees
    - Executive Director position serves at pleasure of President and has no bylaw-assigned responsibilities

## **New Business**

- Determine Annual Goals
  - Communication (AS)
    - Website
      - Develop and present website to Board in May
        - Use StartLogic template
      - At present, Board is not interested in membership management platform, only website
    - Newsletter
      - Present MailChimp/ConstantContact platform to Board
  - Community Service (KC)
    - Host SEAOG Day with Habitat for Humanity
  - Public Outreach (AC)
    - Have booth at Fernbank Engineering Day Event (4/14)
    - Develop system for managing opportunities
  - Schools (AS)
    - Generate database of interested SEAOG members to speak at local Career Day (and similar)
      - Develop flyer
  - Networking (AS)
    - Continue encouraging AIA/SEAOG partnership through EP/YMG
  - Publications (KN)
    - Explore assuming responsibility for SEAOG publication in *Georgia Engineering*
      - Discuss with President
  - Improve SEAOG
    - Provide recommendations to Board regarding membership engagement