



MEETING MINUTES

Meeting Name: Signage Committee
Meeting Date: 02/07/2020
Time Begin: 2:00 p.m. • **Time End:** 3:30 p.m.
Facilitator: Mickey Yeager

Topic/Item	Presenter	Allotted Time	Key Points Provide 50 words or less on expected outcome	Category (Use underline to highlight)
Review of Minutes	Mickey Yeager		Minutes from the 1-24-20 meeting were available for review and sent out via email for additions and/or corrections.	<u>Discussion</u> Decision Advocacy <u>Information</u> Document
Signage Guidelines	Mickey Yeager		Review/Update signage guidelines document. Worked on updating the guidelines. All notes, questions, and action items relate directly to the signage guidelines.	<u>Discussion</u> Decision Advocacy Information Document
Notes			Vinyl and Bulletin boards were added to the scope – make sure they are added below 1. Event signage – Events & Conference Services 2. Digital signage – Marketing Dept. 3. Sporting event signage and concessions lighting at Randall	<u>Discussion</u> Decision Advocacy Information Document
Questions			Do we need to define public facing?	<u>Discussion</u> Decision Advocacy Information Document
Action Items			Look into the rules regarding vaping and the board policy Review working copy of signage guidelines (attached)	
Upcoming Meeting Dates	Start Time	End Time	Location	
			Lewelling Building	LW101

Invited

Mickey Yeager, Bob Cochran, Deby McDowell, Jennifer Jett, Kayla Steen, Kerrie Hughes, Kevin Anspach, Kyle Thomas, Laura Smith (recorder), Lori Hall, ASG Representative

