

Topic/Item	Presenter	Allotted Time	Key Points Provide 50 words or less on expected outcome	Category (Use <u>underline</u> to highlight)
<b>Signage Guidelines</b>	Mickey Yeager		Review concepts for the signage guidelines document for the topics below.	<u>Discussion</u> Decision Advocacy Information Document
<b>Digital Signage</b>			<p>Marketing Monitors vs. department/other monitors?</p> <p>All video/digital media is reviewed by the marketing department and posting media messaging is at the discretion of CRM.</p> <p>How to keep data updated on department specific monitors?</p> <p>Enforcement clause: Need to have an “if than” statement for noncompliant/inaccurate/old data to include “may be removed without notice” (or similar).</p>	<u>Discussion</u> Decision Advocacy Information Document
<b>Event/Temporary Signage</b>			<p>Many different programs rely on temporary signage. How can they communicate to their audience where and how to find their event?</p> <p>Campus Services and Events &amp; Conference Services have a tentative</p>	<u>Discussion</u> Decision Advocacy Information Document
<b>Banners</b>			<p>Moving away from posting banners in courtyard</p> <p>A couple of permanent locations, standard size, material review through CRM</p> <p>Uniform postings for promoting events on campus – signage placement in the landscape</p>	<u>Discussion</u> Decision Advocacy Information Document

<b>Donor Signage</b>			Foundation -	<u>Discussion</u> Decision Advocacy Information Document
<b>Notes</b>			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
<b>Questions</b>			Different types of mediums for vinyl for exterior signage?  Is there an opportunity for messaging or collateral information for the college at the bus lane area?	<u>Discussion</u> Decision Advocacy Information Document
<b>Action Items</b>			CRM has some existing verbiage for monitors will share with Signage committee  Thought to banner placement on campus Develop a more refined banner communication system – pedestrian level	
<b>Upcoming Meeting Dates</b>	<b>Start Time</b>	<b>End Time</b>	<b>Location</b>	
			<b>Lewelling Building</b>	<b>LW101</b>
<b>Invited</b>				
Mickey Yeager, Bob Cochran, Deby McDowell, Jennifer Jett, Kayla Steen, Kerrie Hughes, Kevin Anspach, Kyle Thomas, Laura Smith (recorder), Lori Hall, ASG Representative				