Attendees:

 Kathy Flaherty, NYSFAAA Secretary

 Sarah Macri, Co-Chair

 Ideta Daniel

 Sean Hudson

 Howard Leslie

Minutes were prepared by Sarah Macri.

# Update on Empire Chat:

**Blog Editor**

Sean Hudson has willingly served as a blog editor for the last several months. Starting at conference, Sean will be resigning his position as he will be a regional representative to Executive Council. We are now looking for two blog editors; Sean will pass on any notes, calendaring or other efforts on the blog to Lea and Sarah. We thank Sean for his service!

**Blog Presence at Conference**

The committee discussed several methods/options on how publicize the blog during conference. The idea was suggested and agreed that we would attempt to establish our presence at the registration table; if there were no committee members available to assist with this during registration, we would instead make a pamphlet and ask the registration committee to hand it out.

Assuming we can have a presence at conference, we would like the idea to be “Are You Connected?” We would also push social media.

**Other issues**

The amount of spam attempted on the blog is enormous. At this time, all spam/fraudulent registrants are being deleted by Paula at ATAC, and no other suitable solution has been settled. We are continuing to brain-storm.

# Membership Committee Assistance

Amanda reported that the membership committee is still looking for help in creating a pamphlet, webpage, or other type of promotional material. It was suggested and approved that a FWS/student assistant at Amanda’s institution assist in creating this material, but concern was mentioned they may not have the skills required.

The TICC discussed this venture and decided that the Membership committee needs to provide the TICC with all the text they desire, as well as an idea on graphics, layout, presentation, etc.

# Miscellaneous

The Executive Council approved the addition of new document sharing portions of the website. We will be adding this feature for the TICC, Statewide Training Committee, School Outreach, Professional Development and Executive Council.

# Next Meeting: Tentatively – ? – Yet to be determined

# TASK LIST:

* Kathy needs a resend of all policies and procedures, guidelines for social media, blog, as well as communication definitions, flow charts, etc.
* Contact Paula to add the new functions of the website, begin development on instructions/user manual.
* Generate a committee report for Kathy, due October 1st.
* Every committee member needs to consider taking on responsibility with the blog, and also let the co-chairs know if they will be attending conference.

# Task List

**Kathy:**

* Continue to clean up the NYSFAAA committees list on the website (with Sean)

**Sarah:**

* Present Communications Hierarchy and Definitions to Executive Council
* Send out request on NYSFAAA list-serv for additional members to the TICC, to include an emphasis on the blog
* Send technology research ideas to Amanda and Laura
* Assist with transitioning Sean to blog administration
* Continue to brainstorm ideas to further our social media reach

**Lea:**

* Assist with transitioning Sean to blog administration
* Continue to brainstorm ideas to further our social media reach

**Amanda:**

* Research list of technology training ideas forwarded by the co-chairs (along with Laura – this is a team project!)
* Be available to the membership committee as necessary when/if they begin their plans for the membership brochure
* Continue to brainstorm ideas to further our social media reach

**Laura:**

* Research list of technology training ideas forwarded by the co-chairs (along with Amanda – this is a team project!)
* Continue to brainstorm ideas to further our social media reach

**Sean:**

* Prepare to co-manage NYSFAAA’s blog; further instruction is forthcoming
* Continue to clean up the NYSFAAA committees list on the website (with Kathy)
* Continue to brainstorm ideas to further our social media reach