



Dawn Svoboda/Prov
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To Arthur Shertzer/Admin@SUNYSB, Charles
Mcateer/Admin@SUNYSB, Corinne Burns/Affl@SUNYSB,
Diane Rodriguez/CAS@SUNYSB, F.Jason
cc
bcc
Subject Re-cap of UUP Communications Meeting 10/15/2007

Hi everybody,

Here's a brief re-cap from today's UUP Communication Meeting.

Present;

Corinne B.
Charlie M.
Jason T.
Warren R.
Aiyi L.
Willa S.
Dawn S. P.

We brainstormed about the look mostly and tying together the west campus and what falls under the UUP west campus umbrella.

Such as, Stony Brook Manhattan, Southampton and the new R & D Park, along with Stony Brook. We decided to eliminate the Stony Brook logo from UUP correspondence and use text that refers to Stony Brook underneath the UUP logo instead, so it is identified clearly and precisely.

We thought we might put a small blurb in the next newsletter about a contest to ask members to come up with a tag line about the west campus ie; uup...the best of the west, etc....(for fun to see what we get!!)

We also discussed designing a template for Corinne to use for correspondence in portrait and landscape orientation which would enable her to just enter the information, and easily run off any print job.

We discussed a new template for the Power Point presentations and New Employee Orientation Presentation Flyers also.

The goal is when a member gets something inter-office mail, they will know that it's from Stony Brook UUP.

We also discussed a new web site and getting more help with it. And again, an outside server to listserve Charles Happy payday and member feedback.

Jason is almost complete with archiving all the emails and newsletters. When he is all done with them, he will let us know and we can put a link on the web site for everyone to have access to.

I will schedule another meeting in a month. Hopefully more of you can make it! We will have some template designs to go over and brainstorm about!
So we'll have a lot more to talk and brainstorm about!!! Plus, we'll also have the newsletter to go over!!!

If I missed anything, please feel free to add on or change anything!
Thank you all!

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