

Minutes of Committee on Community Events (BCC)

November 10 2020, 12-1:15 pm (zoom meeting)

Attendance: Grisel Acosta, Carlos Cruz, David Levers, Sibongile Mhlaba, Vaso Thomas, Barbara Thomson

- I. The minutes of the October 13, 2020 meeting were approved.
- II. The agenda for meeting approved.
- III. Update on Governance Amendment Proposal

Grisel Acosta met with BCC Governance and explained the proposal on Tuesday (this amendment would make the designee a voting member instead of a non-voting one). Committee on Governance and Election will consider the proposal and vote on it on 12/1.

Given the notification of a new member of our Committee, the issue was raised as to how people are elected to the Committee on Community Events.

IV. Events Documents

Website documents (netiquette guidelines/survey for faculty/staff event planning) should be posted by December or January. We will send out a BCC blast to announce when documents are available. Thomson will plug in the relative hyperlink and, generally, deal with the logistics. The netiquette guidelines are already on Blackboard but we will provide this document on the events page.

We are creating a faculty/staff survey and sending it out at the beginning and the middle of the semester. Possible questions for survey:

1. What annual events do you have planned (date, location, details, contact?)
2. What upcoming events have you planned?
3. Are you interested in collaborating with other departments for specific kinds of events (for examples, Latinx Heritage, Black History, LGBTQIA+, Get Out the Vote, English Lecture Series, Social Justice Network)?
4. Do you need help with the promotion of the event, via social media and/or marketing design?
5. Do you need a speaker for your event?
6. Do you need help with your event budget?
7. Do you have audiovisual needs for your event?

We might add answers to the survey so we don't have to go through the survey. The event information will go straight onto the calendar.

Carlos Cruz offered to share Google forms with us next week.

V. New Business

Our Chair, Grisel Acosta, will be on sabbatical for Spring 2021.

David Levers offered to forward information about campus events with us.

Meeting adjourned at 1:30, next meeting scheduled for December 8, 2020.