

Minutes of the spring 2014 Board Meeting of the Communications Committee (“the Committee”)

Ongoing charge: To review and evaluate policies and procedures pertaining to all Society publications in both print and electronic forms; to oversee the website and to explore options for coordinating communications both in hardcopy and online; to review policies and procedures pertaining to *The Sigma Tau Delta Rectangle* and *The Sigma Tau Delta Review* writing awards; to accept applications for and recommend winners of the annual Outstanding Literary Arts Journal awards; to accept applications for and recommend winners of Chapter Blog or Website awards.

Board/Staff Members Present: Chair, Andrea Ivanov-Craig (Far Western Regent); Glen Brewster (Eastern Regent); Karlyn Crowley (Editor); Carrie Fitzpatrick (Historian); Victoria Gore (Southern SR); Morgan Johnson (Southwestern SR); John Kerrigan (Mid-Western Regent); Katie Patterson-Hulett (Far Western SR); Jon Peacock (Alumni Representative); Lauren Brandeberry (CO Staff); Deb Seyler (CO Staff).

Committee Minutes:

1. Old Business

- The minutes of the fall 2013 Board Meeting of the Committee were reviewed and approved.

2. New Business

- The Committee discussed the problem with low participation in this year’s Individual/Chapter Blog and Website awards. Chief among causes is low PR. The Committee moved and seconded a proposal to suspend the blog/website contest for the academic year, 2014-2015. The Committee will encourage Board Members, especially Regents, to correspond with chapters and individuals who already have blogs or website and encourage them to submit links and/or blogs to the Society Blog and Website. Such communication can be done via email, Regional Facebook pages, and other web presences, such as Twitter.
- The Committee discussed the Literary Arts Journal Award contest. Although the number of entries for this year was on par with that of past years, the Committee agreed that individual Board Members’ should encourage chapters to submit through all forms of communication with chapters in their regions.
 - No changes will be made to the rubric or the language on the application for this year’s (2014-2015) contest.
- The Committee discussed a recommendation from Executive Director Bil Johnson that certain provisions be included in the blog style sheet for the Society Blog, which style sheet was previously passed on to the Board for final approval during the fall 2013 Board Meeting. Johnson’s

recommendations included requiring that submissions be more closely monitored by writers, Regents, SRs, and ASRs before being submitted to the Central Office for final approval for posting. A recommendation that at least four days was needed before items could be posted was discussed. Committee member Brandeberry suggested that more time than this was needed in the collaborative process that occurs as the editors of the Society Blog prepare a submission for posting. There was also some question about whether this statement be included on the actual blog style sheet itself. It was agreed, however, that the mission statement language on the style sheet be revised to include reference to the length and nature of the collaborative process between writer and editor.

- Although the Committee approved and recommended a draft of the blog style sheet be approved by the Board at the Fall 2013 Board Meeting, there was some confusion whether it had actually been officially approved (although the CO Staff had used it unofficially in the process of editing blog entries this last year). It was put forth by one member that it was in the hands of the Society President for final edits. The Committee recommended that the Society President be asked about its status. (At the spring 2013 Board meeting, the President stated that she did not have it in her possession.)
- The Committee discussed the distribution of Society Journals. After reviewing its relative success the past year, the Committee decided to keep for the upcoming academic year the process of distributing “small,” “medium,” and “large” numbers of journals depended on the relative size of the chapter receiving them.
- The Committee briefly discussed advertising the English Ad Hoc Committee’s promotion of NEHS on the Society website. In addition to including such ads as were printed in the Convention Program for this year, it was recommended that individual blog entries on NEHS be encouraged once the success of the partnerships between Sigma Tau Delta and NEHS had been confirmed.
- The Committee discussed the need to clarify the purpose of, and the process of using the list of chapters that have Facebook pages. Additionally, the new facility of emailing individual Society members, as well as the new member letter was discussed. It was agreed that those, too, needed to be clarified and the process of using both be explained to those who could have access to them.
- The meeting time allotted having expired, the Committee adjourned.

Respectively Submitted on March 14, 2014: Andrea Ivanov-Craig