

# Skinner West

## LSC Communications Committee Meeting

**ALL ARE WELCOME TO ATTEND**

**Wednesday, September 26, 2012, 6:30 PM**

**Skinner West Library**

**OR (213) 406-8520, Access Code 692-6164**

*(Call will be dropped after 10 minutes of inactivity)*

**Send comments or ideas to [skinnerwest@gmail.com](mailto:skinnerwest@gmail.com)**

### AGENDA

1. Propose Agenda & establish chair
2. Review committee goals and current priorities
  - a. Weekly e-newsletters
  - b. Email database
  - c. Website Updates & website training
  - d. Front Office/ Phone Communications
3. Review outstanding or new initiatives
  - a. Room parent program
  - b. Lobby Signage for daily events
  - c. Suggestion Box
  - d. Parent Guide to Volunteering
  - e. Gym uniforms online
  - f. Coffee Chat
4. Open forum for new ideas
5. Set monthly schedule
6. Adjourn