

# Skinner West

## LSC Communications Committee Meeting

**ALL ARE WELCOME TO ATTEND**

**Wednesday, November 14, 2012, 6:30 PM**

**Skinner West 2<sup>nd</sup> Floor Computer Room**

**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. Review and approve September minutes
2. Review committee goals and current priorities
  - a. Weekly e-newsletters
  - b. Email database
  - c. Website Updates – overview of new additions, open items, Content guidelines , high school list, website development needs
  - d. Social Media –Facebook and Linked In
  - e. Room parent program – program updates and websites
  - f. Front Office/ Phone Communications
  - g. Volunteer Program – parent’s guide & websites
  - h. Lobby Signage for daily events
  - i. Suggestion Box
3. Open forum for new ideas
4. Approve monthly schedule (see minutes – generally 1 week before LSC mtg)
5. Adjourn