



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

### **SAC Communications Committee 2011-12**

*Meeting Thursday, December 7, 2011 Teleconference - call 3682079 2:00-3:00PM*

**Chair: Michael Gilkey and Co-Chair Anita Gupta**

**Attendees:** Andrew Fu, Michael Gilkey, Anita Gupta, Michelle Jacobs, and Angela Sloan

- Discussed the first Sactivities Newsletter which will be ready for Steering Committee review by March 2012 and released at next SAC General meeting on April 13, 2012
- Update Google Calendar and write instructions for SAC members
- Clean up and update website as needed and requested by SAC members
- Meeting was adjourned at 3:00 pm.